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AL-QUR'AANIYYAH

AN INTRODUCTION TO TAJWEED

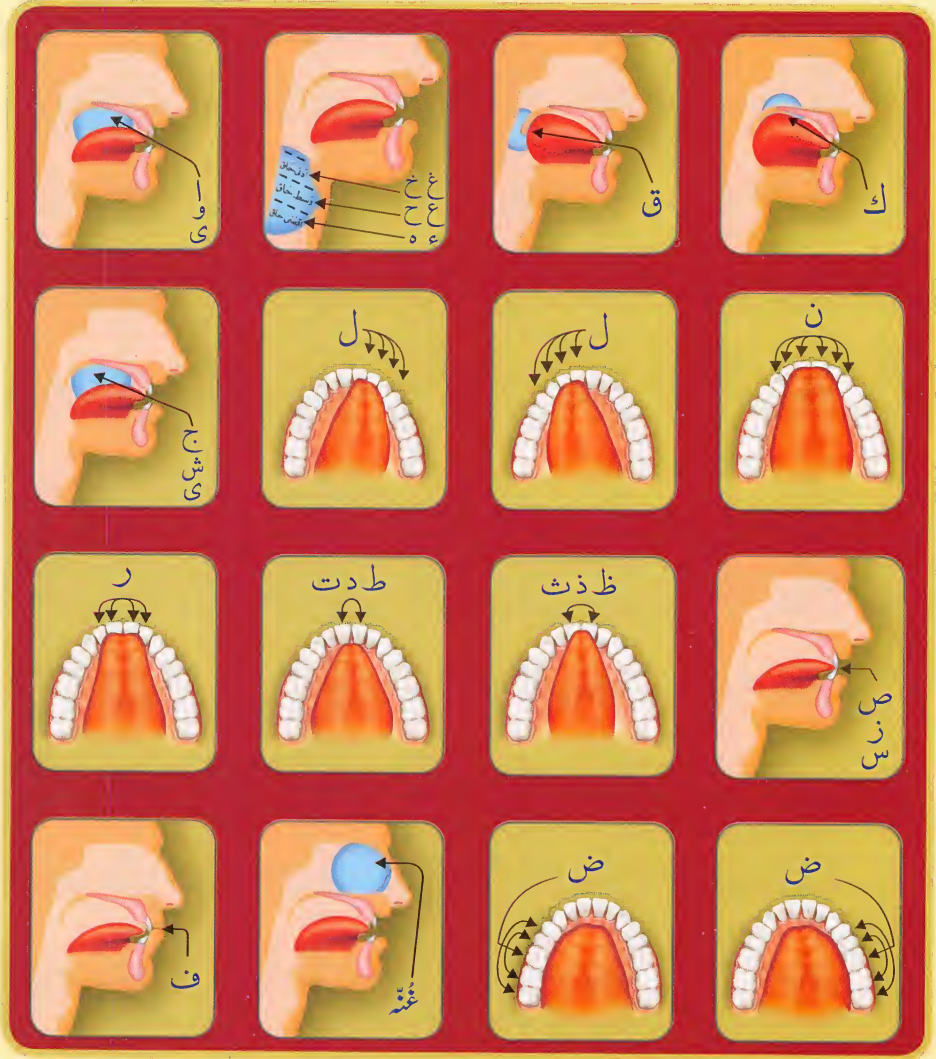



Qari Muhammad Idrees Asim

Renowned Teacher of Tajweed & Qira'at

القاعدة القرآنية

# AL-QAA'IDAH AL-QUR'AANIYYAH



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# AL-QAA'IDAH UR'AANIYYAH

(INTRODUCTION TO TAJWEED)





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Riyadh 11416  
K.S.A.  
Tel: 00966 -11- 4033962  
00966 -11- 4043432  
Fax: 00966 -11- 4021659  
E-mail:  
info@darussalamksa.com  
info@darussalampublishers.com  
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Tel: 0503417156 Fax: 16-3268965


© Maktaba Dar-us-Salam, 2014  
*King Fahd National Library Cataloging-in-Publication Data*  
Idress, Muhammad  
Al-Qaaidah Al-Quraaniyyah./Muhammad Idress, Abdul  
Nasir Khattab - Riyadh, 2014  
112 p: 17cm X 24 cm  
ISBN: 978-603-500-317-9  
1-Quran recitation I.Abdul Nasir  
Khattab (translator) II-Title  
228 dc 1435/5166

L.D. no. 1435/5166  
ISBN: 978-603-500317-9

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# AL-QAA'IDAH AL-QUR'AANIYYAH

(INTRODUCTION TO TAJWEED)



Compiled by:

**Qari Muhammad Idrees Asim**

Renowned Teacher of Tajweed & Qira'at

Translated by:

Nasiruddin Khattab

Edited by:

Huda Khattab





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*In the Name of Allah,  
the Most Gracious, the Most Merciful*

Praise be to Allah, the Lord of the Worlds, and blessings and peace be upon the best of all creation, and upon his blessed family and companions, and those who follow them in truth until the Day of Judgement.

*To proceed:*



# LESSON 1

## Individual Letters of The Arabic Alphabet In Order (Right-To-Left)

[These are the names of the letters; the Arabic letters themselves need to be added to this table]

jeem ج	thaa' ث	taa' ت	baa' ب	alif ا
raa' ر	dhaal ذ	daal د	khaa' خ	ḥaa' ح
ḍaad ض	ṣaad ص	sheen ش	seen س	zay ز
faa' ف	ghayn غ	'ayn ع	ḡaa' ظ	ṭaa' ط
noon ن	meem م	laam ل	kaaf ك	qaaf ق
yaa' ي	yaa' ي	hamzah ء	haa' ه	waw و

### Teacher's notes:

1. The teacher should concentrate on the letters that have dots, and explain the difference between similar looking letters that have

dots, such as baa' ب, taa' ت, thaa' ث, daal د, dhaal ذ, raa' ر, zay ز, seen س, sheen ش, and so on.

The dot (نقطه *nuqtah*) is the mark that appears above or below the letter; the minimum number of dots is one and the maximum is three.

2. The teacher should divide the letters – when explaining them – into two groups, those that have dots and those that do not have dots. Those that have dots may be further divided into three groups:

- Those that have one dot, of which there are ten:  
baa' ب, jeem ج, khaa' خ, dhaal ذ, zay ز, daad ض, zaa' ظ, ghayn غ, faa' ف, noon ن.
- Those that have two dots, of which there are only three:  
taa' ت, qaaf ق, yaa' ي.
- Those that have three dots, of which there are only two:  
thaa' ث, sheen ش.
- The number of letters that have no dot is thirteen:  
ḥaa' ح, daal د, raa' ر, seen س, ṣaad ص, ṭaa ط, 'ayn ع, kaaf ك, laam ل, meem م, waw و, haa' ه, hamzah ء.

There are no letters in Arabic that contain any more dots than that.

Sometimes the dot appears above the letter, e.g., faa' ف; sometimes it appears beneath the letter, e.g., baa' ب. Two dots may appear above or beneath the letter, e.g., taa' ت and yaa' ي respectively; however, the two dots that are placed under the yaa' at the beginning or in the middle of a word, but may not be present at the end of a word in the Muṣḥaf.





Three dots only ever appear above the letter, such as thaa' **ث** and sheen **ش**.

3. The teacher should pay attention to the pronunciation of the "heavy" (*mufakhkham*) letters, namely khaa' **خ**, saad **ص**, daad **ض**, taa' **ط**, zaa' **ظ**, ghayn **غ** and qaaf **ق**. He should also pay attention to the pronunciation of the sibilant letters, zay **ز**, seen **س**, saad **ص**.

The same applies to the other points of articulation (*makhaarij*) of the letters and their qualities or characteristics (*sifaat*), so that the student will be trained from an early age with the correct pronunciation.

4. The teacher should emphasize this lesson by repeating it a number of times and getting the students to read from the right, then from the left, then from the top, then from the bottom.

5. The teacher should get the students to memorise the names of the individual letters as they are written, from the first to the last.

6. The teacher should train the students to pronounce the similar sounding letters and teach them the difference with regard to their points of articulation (*makhaarij*) and their qualities or characteristics (*sifaat*), such as...

taa' <b>ت</b> / ṭaa' <b>ط</b>	thaa' <b>ث</b> / seen <b>س</b>
dhaal <b>ذ</b> / zay <b>ز</b>	dhaal <b>ظ</b> / zaa' <b>ظ</b>
seen <b>س</b> / saad <b>ص</b>	hamzah <b>ء</b> / 'ayn <b>ع</b>
haa' <b>ه</b> / ḥaa' <b>ح</b>	qaaf <b>ق</b> / kaaf <b>ك</b>
zaa' <b>ظ</b> / daad <b>ض</b> .	

## LESSON 2

### Individual Letters of the Arabic Alphabet Not In Order (Right-to-Left):

ق qaaf	خ khaa'	غ ghayn	ح ḥaa'	ع 'ayn	ه haa'	ء hamzah
ن noon	ل laam	ض ḍaad	ي yaa'	ش sheen	ج jeem	ك kaaf
ث thaa'	ذ dhaal	ظ ẓaa'	ت taa'	د daal	ط 'ṭaa	ر raa'
و waw	م meem	ب baa	ف faa	س seen	ز zay	ص ṣaad
د dhaal	خ khaa'	ج jeem	ب baa'	ي yaa'	و waw	ا alif
ت taa'	ن noon	ف faa'	غ ghayn	ظ ẓaa'	ض ḍaad	ز zay
ر raa'	د daal	ح ḥaa'	ش sheen	ث thaa'	ي yaa'	ق qaaf



م	ل	ك	ع	ط	ص	س
meem	laam	kaaf	'ayn	ṭaa	ṣaad	seen
ث	ط	ت	ي	ء	ه	و
thaa	ṭaa'	taa'	yaa'	hamzah	haa'	waw
ع	ء	ص	ظ	ز	ذ	س
'ayn	hamzah	ṣaad	ẓaa'	zay	dhaal	seen
	ض	ك	ق	ح	ه	
	ḍaad	kaaf	qaaf	ḥaa'	haa'	

### Teacher's notes:

- The teacher should focus on making the students understand this lesson.
- The teacher should explain to the students the difference between the "heavy" (*mufakhkham*) and "light" (*muraqqaq*) letters. See details on the points of articulation (*makhaarij*) at the end of this book.





## LESSON 3

# Letters That Change Shape According To Position In A Word

## Notes

1. The teacher should focus on the letters that change shape according to their position in a word.
2. The teacher should describe the letters in terms of their dots and shape. For example, noon has one dot above it; taa' has two dots above it; 'ayn has no dot; ghayn has one dot, and haa' takes different shapes: [add the examples here]
3. It is preferable to group the letters into three categories: at the beginning of a word, in the middle of a word and at the end of a word.

## EXERCISE

د daal	خ khaa'	ح ḥaa'	ج jeem	ث thaa'	ت taa'	ب baa'
د	خ	ح	ج	ث	ت	ب
ض ḍaad	ص ṣaad	ش sheen	س seen	ز zay	ر raa'	ذ dhaal
ض	ص	ش	س	ز	ر	ذ
ك kaaf	ق qaaf	ف faa'	غ ghayn	ع 'ayn	ظ ḡaa'	ط ṭaa'
ك	ق	ف	غ	ع	ظ	ط
ي yaa'	ء hamzah	ه haa'	و waw	ن noon	م meem	ل laam
ي	ء	ه	و	ن	م	ل



## LESSON 4

### How to put letters together

#### Notes:

1. The teacher should pronounce the names of the letters separately, e.g., **haa** ها : haa', alif; **min** من : meem, noon; **rusul** رسل : raa', seen, laam; **yagheez** يغيث : yaa', ghayn, yaa' zaa'.
2. The teacher should describe the joined letters to the student, letter by letter, such as: **laa**: the first letter is *laam* and the second letter is *alif*.

#### EXERCISE

يا	شا	كا	قا	حا	عا	ها
دا	طا	زا	نا	لا	لا	صا
خو	عى	هى	وا	ما	فا	تا
يس	هد	يب	من	شى	كر	قر





شم	تر	لم	قو	كل	قل	به
قد	رسل	هود	نذر	وقع	بعد	رجس
قوم	قال	رجل	خلت	بلغ	نفس	غيا
فيه	كان	غضب	كتب	ريب	كنتم	يغيظ
بسبب	بهيج	تعبد	رأته	طرفك	عنده	أغنى
نموت	يقضى	أفاك	أثيم	عذاب	تجري	أظلم
أضحك	جراد	كاشفة	يصلونها	خلقني	يدعون	تعجبون



## LESSON 5

### Fatḥah [—]

The fatḥah looks like this: [—] and always appears above the letter. Its sound should not be elongated or omitted, and it should not be changed to the sound of a kasrah or ḍammah; rather it should be pronounced correctly with ease.

### Notes:

1. Do not open the mouth in the shape of a circle or “o” when pronouncing the heavy letters (mufakhkham).
2. The vowelless alif or the alif with any of these short vowels is to be pronounced like a hamzah. The (real) alif is that which has no vowel and appears after a letter with a fatḥah.
3. Do not elongate the fatḥah so much that it turns into an alif, such as ba -- baa; do not rush it so much that it turns into a hamzah saakinah (vowelless hamzah), like ba'; rather it should remain as it is, a baa' with a fatḥah: ba.

ح h.a	ج ja	ث tha	ت ta	ب ba
ز za	ر ra	ذ dha	د da	خ kha

ط ṭa	ض ḍa	ص ṣa	ش sha	س sa
ق qa	ف fa	غ gha	ع a'	ظ ẓa
و wa	ن na	م ma	ل la	ك ka
	يَ يَ ya ya	أَ أَ a 'a'	هَ ha	

## Rule 1:

The letter *raa'* ر, when it has a fathah, must always be pronounced in a heavy manner (*tafkheem*), as in the word: amara *أَمَرَ*.

## How to break down words letter by letter

The teacher should start by joining the letters, e.g.,

*faraḍa* فَرَضَ: faa' fathah: فَ fa; *raa'* ر fathah: *ra* ر = *fara*; *ḍa*ad ض فَ: *ḍa*ad ض fathah: *ḍa* ض = *faraḍa*

*za'ama* زَعَمَ: zay ز fathah: *za* ز; 'ayn ع fathah: 'a = *za'a* زَع; meem م fathah: م = *za'ama* زَعَمَ

## Note:

1. Students can do this EXERCISE in groups, paying attention to pronunciation of the letters and vowels.

## EXERCISE

خَتَمَ khatama	حَسَدَ ḥasada	جَمَعَ jama'a	مَثَلَ mathala	تَرَكَ taraka	بَسَرَ basara
شَجَرَ shajara	سَأَلَ sa'ala	زَعَمَ za'ama	رَفَعَ rafa'a	ذَرَأَ dhara'a	دَخَلَ dakhala
غَفَرَ ghafara	عَمَلَ amala'	ظَلَمَ ḡalama	طَبَعَ ṭaba'a	ضَرَبَ ḡaraba	صَدَقَ ṣadaqa
نَبَذَ nabadha	مَرَجَ maraja	لَعَنَ la'ana	كَسَبَ kasaba	قَتَلَ qatala	فَرَضَ faraḡa
عَبَسَ abasa	يَدَكَ yadaka	أَخَذَ akhadha	أَحَدَ aḡada'	هَلَكَ halaka	وَجَدَ wajada

### Rule 2:

Letters with a fathāh become silent when you pause, e.g.

faraḡa فَرَضَ > faraḡ فَرَضَ, ja'ala جَعَلَ > ja'al جَعَلَ





## LESSON 6

### Fath.atayn[ َ ] (Tanween al-fath.atayn)

#### Rules

1. Tanween ("nunation") refers to two fathāhs (fathātayn), two kasrahs (kastratayn) or two dammahs (dammatayn); it only appears on the last letter of a word. It may be pronounced with ghunnah (nasalization) for the length of two ḥarakahs (counts).
2. Ghunnah (nasalization) is a sound coming from the nasal cavity that is held for the length of two ḥarakahs (counts).

### Fath.atayn [ َ ] (two fathāhs)

We are discussing this point after the lesson on the fathāh in order to highlight the similarity and difference between them.

#### Notes:

1. If the letter with tanween is followed by an alif or alif maqsoorah, the tanween is ignored and is not pronounced, such as بَا **ba**n, تَا **ta**n, دَا **da**n.
2. It is essential to pay attention to correct pronunciation of the letter with tanween. Be careful not to elongate it so that the ghunnah (nasalization) does not turn into noon, so that بَا **ba**n should not become بَانَ **baan**.

3. The teacher should break down the words letter by letter, e.g. **بَا** *baa'* fath.atayn: *ban* **تَا** *taa'* fath.atayn: *tan* **تَنْ**. Then he should pronounce the words without breaking them down.

حَا ḥan	جَا jan	ثَا than	تَا tan	بَا ban
زَا zan	رَا ran	ذَا dhan	دَا dan	خَا khan
طَا ṭan	ضَا ḍan	صَا ṣan	شَا shan	سَا san
قَا qan	فَا fan	غَا ghan	عَا 'an	ظَا ẓan
وَا wan	نَا nan	مَا man	لَا lan	كََا kan
	يَا yan	أَ اْ an 'an'	هَا han	

## How to break down words letter by letter



*Baqaratan* **بَقَرَةٌ** : *baa'* fathah: **بَ** *ba*; *qaaf*  
*qaf* fathah: **قَ** *qa* = *baqa*; *raa'* **رَا** fathah:  
*ra* = *baqara*; *taa'* **تَا** fathatayn: **تَان** =  
*baqaratan*

## EXERCISE

مَرَحًا marah <sup>an</sup>	حَرَجًا ḥaraj <sup>an</sup>	عَبَثًا 'abath <sup>an</sup>	عَجَبًا 'ajab <sup>an</sup>	بَقَرَةً baqarat <sup>an</sup>
بَطَرًا baṭar <sup>an</sup>	بَشَرًا bashar <sup>an</sup>	أَذَى 'adh <sup>an</sup>	رَشَدًا rashad <sup>an</sup>	أَحَدًا aḥad <sup>an</sup>
شَطَطًا shaṭaṭ <sup>an</sup>	وَسَطًا wasat <sup>an</sup>	مَرَضًا marah <sup>an</sup>	قَصَصًا qaṣaṣ <sup>an</sup>	حَرَسًا ḥaras <sup>an</sup>
عَمَلًا 'amal <sup>an</sup>	مَلَكًا malak <sup>an</sup>	طَبَقًا ṭabaq <sup>an</sup>	أَسَفًا asaf <sup>an</sup>	تَبَعًا taba' <sup>an</sup>
خَطَأً khaṭa' <sup>an</sup>	سَفَهَا safah <sup>an</sup>	ثَمَنًا thaman <sup>an</sup>	حَسَنًا ḥasan <sup>an</sup>	سَلَمًا salam <sup>an</sup>

4. The student should be trained to pronounce tanween and "heavy" (*mufakhkham*) letters properly. The heavy letters are: khaa' خ, ṣaad ص, ḍaad ض, ṭaa' ط, ḡaa' ظ, ghayn غ and qaaf ق.

5. Raa' ر should be made heavy if it has tanween with fathatayn [ = ], as in the word basharan.

### Rule:

1. When pausing at a letter that has tanween with fathatayn, the tanween becomes an alif and is pronounced with two counts, as in the words: سَلَمًا salam<sup>an</sup> > سَلَمًا salam<sup>aa</sup>, جَنَفًا janaf<sup>an</sup> > جَنَفًا janaf<sup>aa</sup>. When pausing at a *taa' marbootah*, it becomes haa', as in the word: بَقَرَةً baqarat<sup>an</sup> > بَقَرَةً baqar<sup>ah</sup>.

## LESSON 7

### Kasrah [—]

#### Notes:

1. The teacher should explain the kasrah clearly to the students and point out that it always appears beneath the letter.
2. The kasrah should not be pronounced in such a way that it sounds like a fathah or dammah.
3. The kasrah should not be elongated so much that it becomes a yaa', such as إِ 'i > إِي 'ee, بِ bi > بِي bee; it also should not be rushed so that it becomes as if the letter has a sukoon, e.g., إِ 'i > إِْ.

ح ḥi	ج ji	ث thi	ت ti	ب bi
ز zi	ر ri	ذ dhi	د di	خ khi
ط ṭi	ض ḍi	ص ṣi	ش shi	س si
ق qi	ف fi	غ ghi	ع i'	ظ ẓi





و wi	ن ni	م mi	ل li	ك ki
	ي ي yi yi	ا ا i 'i'	ه hi	

## Rule

1: Raa' with a kasrah is pronounced in a light (*muraqqaq*) manner, as in the word شَرِبَ shar**i**ba. However, the heavy (*mufakhkham*) letters, namely خ khaa', ص shaad, ض daad, ط taa', ظ zaa', غ ghayn, ق qaaf, are not pronounced in a light manner if they have a kasrah.

4. It is essential to highlight the differences between the sound of the fathah and the kasrah when pronouncing words. The students will become familiar with the differences between them when they hear them from their teacher.
5. It is essential to highlight clearly the difference between the letters 'ayn and haa' when pronouncing the word عَهْدَ '*ahida*.
6. It is essential to highlight clearly the difference between the heavy and light letters in the following words: صَعِقَ '*sa'iq*, سَخِرَ '*sakhira*. It is very important for students to know the differences between letters, the reason for the differences, and so on.

## How to break down words letter by letter

The word اِبِلَ '*ibili*: hamzah kasrah: اِ '*i*; baa' kasrah: ب *bi* = اِب '*ibi*; laam kasrah: ل *li* = اِبِل '*ibili*.

## EXERCISE

سَخِرَ sakhira	رَحِمَ raḥima	أَبَتَ abati	لَبِثَ labitha	حَبِثَ ḥabitha
حَسِبَ ḥasiba	شَرِبَ shariba	بَرِقَ bariqa	أَذِنَ adhina	يَدَى yadiya
صَعِقَ ṣa'iqa	غَضِبَ ghaḍiba	رَضِيَ raḍiya	خَشِيَ khashiya	خَسِرَ khasira
عَمِلَ 'amila	يَلِجَ yalija	عَلِمَ 'alima	سَفِهَ saf iha	طَفِقَ ṭaf iqa
إِبِلَ ibili'	إِرَمَ 'irama	يَيْسَ ya'isa	عَهْدَ ahida	فَهِيَ fahiya

### Rule 2:

When pausing at a letter that has a kasrah, the kasrah becomes a sukoon (i.e., vowelless), e.g., **إِبِلَ** 'ibili > **إِبِلْ** 'ibil, **أَبَتَ** 'abati > **أَبَتْ** 'abat.





ط ṭin	ض d.in	ص ṣin	ش shin	س sin
ق qin	ف fin	غ ghin	ع 'in	ظ ẓin
و win	ن nin	م min	ل lin	ك kin
	ي yin	إ in    ء 'in'	ه hin	

3. When pronouncing the word بِسَخَطٍ bisakhaṭin, attention should be paid to the sibilant sound when pronouncing the letter seen, and the letters خ khaa' and ط ṭaa' should be made heavy.

## Rule 1:

If the letter raa' has a kasrah and is preceded by a fatḥah, when continuing it should be pronounced lightly, and when pausing it should be pronounced heavily, e.g. بَشَرٍ basharin -- بَشَرٌ bashar; شَجَرٍ shajarin - شَجَرٌ shajar.

## How to break down words letter by letter

The word رَقَبَةٍ raqabatīn: رَ ra; قَ qaaf: qa = رَقَ raqa; بَ baa': ba = رَقَبَ raqaba; ة taa' kasratayn: tin; = رَقَبَةٍ raqabatīn.



## EXERCISE

عَوَج 'iwajin	نَفَقَةٌ nafaqatin	رَقَبَةٌ raqabatīn	غَضَبٍ ghaḍabin	عِنَبٍ 'inabin
بِقَدَرٍ biqadarin	أَحَدٍ aḥadin	كَبَدٍ kabadin	بِأَخٍ bi'akhin	حَرَاجٍ ḥarajin
مَلَكٍ malakin	عَلَقٍ 'alaqin	بِسَخَطٍ bisakhaṭin	قَبَسٍ qabasīn	ذَكَرٍ dhakarīn
بِثَمَانٍ bithamanin	بِدَمٍ bidamin	مَثَلٍ mathalin	عَمَلٍ 'amalin	فَلَاحٍ falakin
حَمِيَّةٍ ḥami'atin	حَمَاٍ ḥama'in	بِنَبَاٍ binaba'in	سَبَاٍ saba'in	حَسَنٍ ḥasanin

### Rule 2:

When pausing at a letter that has kasratayn, the tanween becomes a sukoon (vowelless), e.g., مَثَلٍ mathalīn > مَثَلٌ mathal; بَدَمٍ bidamin > بَدَمٌ bidam. *Taa' marbootah* becomes haa' when pausing at it, e.g., نَفَقَةٍ nafaqatin > نَفَقَةٌ nafaqah; سَفَرَةٍ safaratīn > سَفَرَةٌ safarah.



## LESSON 9

### Ḍammah [ـُ]

#### Notes:

1. The ḍammah (ـُ) should not be pronounced in such a way that it sounds like a fathah or kasrah.
2. The ḍammah should not be elongated so much that it becomes a waw, such as بُ bu > بُو boo, تُ tu > تُو too; it also should not be rushed so that it becomes as if the letter has a sukoon (vowelless), e.g., بُو bu'bu

ح ḥu	خ khu	ث thu	ت tu	ب bu
ز zu	ر ru	ذ dhu	د du	خ khu
ط ṭu	ض ḍu	ص ṣu	ش shu	س su
ق qu	ف fu	غ ghu	ع 'u	ظ ẓu
و wu	ن nu	م mu	ل lu	ك ku
	ي yu	أ u	ه hu	

# Rules:

1. Raa' with a ḍammah is always heavy (*mufakhkham*), e.g. **رُسُلُ** *rusulu*, but the heaviness of the raa' should not be exaggerated so much that the lips are put together.
2. Raa' with a ḍammah that is preceded by a kasrah is made heavy when continuing, and it is made light when pausing, e.g., **تَزِرُ** *taziru* / **تَزِرْ** *tazir*.
3. Raa' with a kasrah that is preceded by a ḍammah is made heavy when pausing and is made light when continuing, e.g. **نُذِرْ** *nudhuri* / **نُذِرُ** *nudhur*.

## How to break down words letter by letter:

The word **رُسُلُ** *rusulu*: رَ raa' ḍammah: رُ *ru*; سِين seen ḍammah: سُ *su* = رُسُ *rusu*; لَام laam ḍammah: لُ *lu*, = **رُسُلُ** *rusulu*.

## EXERCISE

حِشْرَ kh <u>u</u> shira	جِئِلَ ju' <u>i</u> la	كَثُرَ kath <u>u</u> ra	خَبَثَ khab <u>u</u> tha	بُهِتَ bu <u>h</u> ita
رُبْعَ ru <u>bu'</u> u	رُسُلَ ru <u>s</u> ulu	ذُكِرَ dh <u>u</u> kira	دُعِيَ du' <u>i</u> ya	خُلِقَ kh <u>u</u> liqa
طُبِعَ tu <u>b</u> i'a	ضُرِبَ ḍu <u>r</u> iba	صُفِيَ ṣu <u>ḥ</u> ufi	أَعْظَ a' <u>i</u> zu	سُقِطَ su <u>q</u> iṭa

لُعِنَ lu'ina	كُتِبَ kutiba	قُتِلَ qutila	فُعِلَ fu'ila	عُفِيَ 'ufiya
أُخِرَ ukharu'	وُجِدَ wujida	وُضِعَ wuḍi'a	نُفِخَ nufikha	مُنِعَ muni'a

4. The letter with ḍammah takes a sukoon (becomes vowelless) when pausing, e.g., أَخَرُ 'ukharu > أَخَرُ 'ukhar.





## LESSON 10

### Ḍammatayn [—] (tanween aḍ.ḍammatayn)

We have put the lesson on tanween with ḍammatayn after the lesson on ḍammah so as to highlight the connection and differences between them.

#### Notes:

1. Ḍammatayn (two ḍammahs) is also called tanween; it looks like an upside-down ḍammah placed on top of another ḍammah.
2. The letter with tanween should not be elongated so much that it sounds like waw, e.g., بُنْ *bun* / بُونْ *boon*. The ḍammah should not be pronounced in such a way that it sounds like a faṭḥah or kasrah.
3. The heavy (*mufakhkham*) letters mentioned above remain heavy, and the light (*muraqqaq*) letters remain light.

#### Rule 1:

Raa' with ḍammatayn is pronounced heavily, as is the case with one ḍammah, e.g. بَشَرٌ *basharun*.



ح ḥun	ج jun	ث thun	ت tun	ب bun
ز zun	ر run	ذ dhun	د dun	خ khun
ط ṭun	ض ḍun	ص ṣun	ش shun	س sun
ق qun	ف fun	غ ghun	ع 'un	ظ ẓun
و wun	ن nun	م mun	ل lun	ك kun
	ي yun	أ un	ه hun	
	ى yun	ء 'un'		

4. If both heavy and light letters occur together in the same word, it is essential to pay attention to each separately and not confuse them, e.g., ظَلَلُ **ẓalalun**: the *ẓaa'* is heavy and the *laam* is light. Other examples: خُشِبَ **khushubun**, بَقَرَةٌ **baqaratun**, سُورٌ **sururun**.

## How to break down words letter by letter

The word عَمَلٌ **'amalun**: عَيْنُ *'ayn* fathah: عَ *'a*; مِيمُ *meem* fathah: مَ *ma* = عَمَ *'ama*; لَامُ *laam* dammatayn: لُ *lun* = عَمَلٌ **'amalun**.

## EXERCISE

حَرْجٌ ḥarajun	قَتَرَةٌ qataratun	بَقَرَةٌ baqaratun	خُشْبٌ khushubun	نَصَبٌ naṣabun
سُرُرٌ sururun	حُمُرٌ ḥumurun	زَبَدٌ zabadun	أَحَدٌ aḥadun	أَخٌ 'akhun
بَيْعٌ biya'un	قِطْعٌ qiṭa'un	عَرَضٌ 'araḍun	مَرَضٌ maraḍun	قَتَرٌ qatarun
نُزُلٌ nuzulun	رُسُلٌ rusulun	مَلَائِكٌ malakun	خُلُقٌ khuluqun	عُرْفٌ ghurafun
ظَمَأٌ zama'un	سَكَنٌ sakanun	أُذُنٌ udhunun	قَدَمٌ qadamun	قَسَمٌ qasamun

### Rule 2:



When pausing at a letter that has dammatayn, the tanween becomes a sukoon (vowelless), e.g., مَلَائِكٌ malakun > مَلَائِك malak; قَدَمٌ qadamun > قَدَمٌ qadam. Taa' marboofah becomes haa' when pausing at it, e.g., بَقَرَةٌ baqaratun > بَقَرَةٌ baqarah; حَسَنَةٌ ḥasanatun > حَسَنَةٌ ḥasanah.



## LESSON 11

### Sukoon [◌ْ ◌َ]

#### Notes:

1. The sukoon may look like the top of the letter khaa' without the dot on top, like this: , or it may appear in the form of a small circle, like this: ; it always appears above the letter. It does not have any sound of its own; rather it is always connected to another letter.

أُتْ 'ut	إِتْ 'it	أَتْ 'at	أُبْ 'ub	إِبْ 'ib	أَبْ 'ab
أُجْ 'uj	إِجْ 'ij	أَجْ 'aj	أُثْ 'uth	إِثْ 'ith	أَثْ 'ath
أُخْ 'ukh	إِخْ 'ikh	أَخْ 'akh	أُحْ 'uh	إِحْ 'ih	أَحْ 'ah
أُدْ 'udh	إِدْ 'idh	أَدْ 'adh	أُدْ 'ud	إِدْ 'id	أَدْ 'ad
أُزْ 'uz	إِزْ 'iz	أَزْ 'az	أُرْ 'ur	إِرْ 'ir	أَرْ 'ar



أَشْ 'ush	إِشْ 'ish	أَشْ 'ash	أُسْ 'us	إِسْ 'is	أَسْ 'as
أَضْ 'ud	إِضْ 'id	أَضْ 'ad	أُضْ 'us	إِضْ 'is	أُضْ 'as
أُظْ 'uz	إِظْ 'iz	أُظْ 'az	أُطْ 'ut	إِطْ 'it	أُطْ 'at
أُغْ 'ugh	إِغْ 'igh	أُغْ 'agh	أُغْ 'u'	إِغْ 'i'	أُغْ 'a'
أُقْ 'uq	إِقْ 'iq	أُقْ 'aq	أُفْ 'uf	إِفْ 'if	أُفْ 'af
أُلْ 'ul	إِلْ 'il	أُلْ 'al	أُكْ 'uk	إِكْ 'ik	أُكْ 'ak
أُنْ 'un	إِنْ 'in	أُنْ 'an	أُمْ 'um	إِمْ 'im	أُمْ 'am
أُءْ 'u'	إِءْ 'i'	أُءْ 'a'	أُهْ 'uh	إِهْ 'ih	أُهْ 'ah

## Rules:

1. The following letters -- ق *qaaf*, ط *taa'*, ب *baa'*, ج *jeem*, د *daal* -- should be pronounced with the quality of qalqalah (vibration or unrest). This refers to vibration in the voice in the point of articulation (*makhraj*) when pronouncing the letter with sukoon, so as to give a strong emphasis to it. Hence these five letters are called the letters of qalqalah.

2. The raa' with sukoon (raa' saakinah) that is preceded by a letter with a fathah or dammah is heavy, e.g., **أَرْحَمُ** arhamu, **أُرْسِلَ** ursila.
3. It is essential to show students the difference between the letters of qalqalah and letters in which there is no qalqalah, and to tell them not to pronounce any letters in this manner except the letters of qalqalah.

## How to break down words letter by letter

The word **نَبْتِهْل** nabtahil: noon fathah: na; با baa' sukoon: b = **نَبْ** nab; تا taa' fathah: ت ta = **نَبْتَ** nabta; ها haa' kasrah: **لَام** laam: **هْل** hil, = **نَبْتِهْل** nabtahil.

Another example is the word **فِتْنَةً** fitnatun: فا faa' kasrah: **تَا** taa' fathatayn: **فِتْنَةً** fitnatun; فتن: **فِتْنَةً** fitnatun; فتن: **فِتْنَةً** fitnatun; فتن: **فِتْنَةً** fitnatun.

4. Avoid pausing at the vowelless letter (letter with sukoon) when pronouncing it, because doing so may shift the point of articulation from its correct location.

## EXERCISE

يُثْبِتُ yuthbitu	مُثْقَلَةٌ muthqalatun	مَتْرَبَةٌ matrabatin	فِتْنَةٌ fitnatun	صُبْحًا subh.an	صِبْغٍ sibghin
بَخْسًا bakhsan	نَخْلٌ nakhlun	يَحْسَبُ yahsabu	أَحْمَدُ 'ahmadu	زَجْرَةٌ zajratun	أَجْرٌ 'ajrun



عَرَشٌ 'arshun	حَرْثٌ ḥarthun	نُذْرًا nudhran	عُذْرًا udhran'	قَدْحًا qadḥan	يُدْخِلُ yudkhilu
نَشْطًا nashṭan	مُشْرِكٌ mushrikun	مِسْكٌ miskun	مَسْغَبَةٌ masghabatin	رِزْقٌ rizqun	جُزْءٌ juz'un
نُطْفَةٌ nuṭfatan	نُطْعِمُ nuṭ'imu	نَصْرَةٌ naḍratan	قَضْبًا qaḍban	فَصْلٌ faṣlun	نَصْرٌ naṣrun
مَغْفِرَةٌ maghfiratun	لَغْوٌ laghwun	مُعْتَدٍ mu'tadin	بَعْضٌ ba'din	يُظْهِرُ yuzhiru	أَظْلَمُ aẓlamu
مُكْثٍ mukthin	ذِكْرٌ dhikrun	مَقْرَبَةٌ maqrabatin	نَقْعًا naq'an	نَفَقَهُ nafqahu	نَفْسٌ nafsun
لَهُوَ lahwun	بَهْجَةٍ bahjatin	شَمْسًا shamsan	أَمْرٌ amrun'	أَلْفٌ alfun'	مِلْحٌ milḥun
كَأْسًا ka'san	شَأْنٌ sha'nun	شِثْمٌ shi'tum	لَوْلَا lu'lu'an	مُؤْمِنٌ mu'minun	شَهْرٌ shahrn

5. When pausing at a letter with sukoon (vowelless letter), it remains as is with no change or substitution, e.g., **فَارْغَبْ** farghab. If it is one of the letters of qalqalah and it has a vowel, then when pausing at it the vowel becomes a sukoon and the qalqalah remains, e.g., **حَسَدًا** ḥasada > **حَسَدٌ** ḥasad.



## LESSON 12

### Shaddah [ـّ]

(Doubling)

We have put this lesson after the lesson on the sukoon because the shaddah doubles the letter so that it is as if there are two letters, the first of which is vowelless (has a sukoon).

#### Note:

1. When a letter is doubled with a shaddah, the letter is pronounced twice and is connected to the letter that comes before it.
2. Avoid elongating the doubled letter. Ghunnah of the doubled meem and noon should last for two counts, e.g. inna, 'amma.
3. Avoid elongating the letter that comes before the doubled letter, e.g., أَبّ 'abba/ أَبّ 'aabba; أَتّ 'atta/ أَتّ 'aatta.

أَتّ 'attu	أَتّ 'atti	أَتّ 'atta	أَبّ 'abbu	أَبّ 'abbi	أَبّ 'abba
أَجّ 'ajju	أَجّ 'ajji	أَجّ 'ajja	أَثّ 'aththu	أَثّ 'aththi	أَثّ 'aththa
أَخّ 'akhkhu	أَخّ 'akhkhi	أَخّ 'akhkha	أَهّ 'ahhu	أَهّ 'ahhi	أَهّ 'ahhJa





أَدُّ 'adhdhu	أَذِ 'adhdhi	أَذَّ 'adhdha	أَدُّ 'addu	أَدِّ 'addi	أَدَّ 'adda
أَزُّ 'azzu	أَزِ 'azzi	أَزَّ 'azza	أَرُّ 'arru	أَرِّ 'arri	أَرَّ 'arra
أَشُّ 'ashshu	أَشِ 'ashshi	أَشَّ 'ashsha	أَسُّ 'assu	أَسِّ 'assi	أَسَّ 'assa
أَضُّ 'adḍu	أَضِ 'adḍi	أَضَّ 'adḍa	أَصُّ 'aṣṣu	أَصِّ 'aṣṣi	أَصَّ 'aṣṣa
أَظُّ 'azẓu	أَظِ 'azẓi	أَظَّ 'azẓa	أَطُّ 'aṭṭu	أَطِّ 'aṭṭi	أَطَّ 'aṭṭa
أَغُّ 'aghghu'	أَغِ 'aghghi	أَغَّ 'aghgha	أَعُّ 'a''u	أَعِّ 'a''i	أَعَّ 'a''a
أَقُّ 'aqqu	أَقِ 'aqqi	أَقَّ 'aqqā	أَفُّ 'affu	أَفِّ 'affi	أَفَّ 'affa
أَلُّ 'allu	أَلِ 'alli	أَلَّ 'alla	أَكُّ 'akku	أَكِّ 'akki	أَكَّ 'akka
أَنُّ 'annu	أَنِ 'anni	أَنَّ 'anna	أَمُّ 'ammu	أَمِّ 'ammi	أَمَّ 'amma
أَهُ 'ahhu	أِهْ 'ahhi	أَهْ 'ahha	أَوُّ 'awwu	أَوِّ 'awwi	أَوَّ 'awwa
	أَيُّ 'ayyu	أَيِّ 'ayyi	أَيَّ 'ayya		

## Rules:

1. It is essential to exaggerate the doubling of waw and yaa'; they should be doubled without ghunnah, e.g. **أَوَّلُ** 'awwala, **قَائِمَةٌ** qayyimatin.

### How to break down words letter by letter

The word **قَدَّرَ** qaddara: قاف qaaf fathah دال daal: **قَدَّ** qad; دال daal fathah: **دَ** da = **قَدَّ** qadda; را raa' fathah: **رَ** ra = **قَدَّرَ** qaddara.

**بِقُوَّةٍ** Biquwwatin: با ba kasrah: **بِ** bi; قاف qaaf dammah **وَو** waw = **بِقُو** biquw; **وَو** waw fathah: **وَ** wa = **بِقُوْوَ** biquwwa; تا taa' kasratayn: **ةٍ** tin = **بِقُوْوَةٍ** biquwwatin.

## EXERCISE

<b>يَبُثُّ</b> yabuth <u>th</u> u	<b>يَتَّقِهِ</b> yattaq <u>hi</u>	<b>يَتَّبِعُ</b> yattabi'u	<b>حَبَّةٍ</b> ḥabb <u>at</u> in	<b>حَبَّ</b> ḥabb <u>a</u> ba
<b>يَتَقَدَّمُ</b> yataqad <u>d</u> ama	<b>يُقَدِّرُ</b> yuqad <u>d</u> iru	<b>يَتَأَخَّرُ</b> yata'a <u>khk</u> harat	<b>أَخَرَتْ</b> 'a <u>khk</u> harat	<b>سُجَّدًا</b> sujj <u>a</u> dan
<b>تَيَسَّرَ</b> tayass <u>a</u> ra	<b>يَنْزِلُ</b> yatana <u>zz</u> alu	<b>مَعَرَّةٍ</b> ma'a <u>rr</u> atan	<b>مُحَرَّرًا</b> muḥa <u>rr</u> aran	<b>مُؤَدِّنٌ</b> mu'a <u>dh</u> dhinun
<b>تَطَّلَعَ</b> tat <u>ṭ</u> ali'u	<b>فِضَّةٍ</b> fi <u>ḍ</u> datin	<b>يَحْضُ</b> yahu <u>ḍ</u> du	<b>عَصَّةٍ</b> ghu <u>ṣ</u> ṣatin	<b>خُشَعًا</b> khu <u>sh</u> sha'an

تَشَقَّقُ tasha <b>qq</b> aqu	حَقًّا ḥa <b>qq</b> an	صَفًّا ṣa <b>ff</b> an	دَعَا da''an	يَدْعُ yadu''u
عَتُوٍّ 'utu <b>ww</b> in	عَدُوٍّ 'adu <b>ww</b> un	مُعَلِّمٌ mu'allamun	مُسَلِّمَةٌ musallamatun	رَكِّبَكَ rak <b>k</b> abaka
دُرِّيٌّ durri <b>yy</b> un	قَوِيٌّ qawi <b>yy</b> un	وَلِيٌّ wali <b>yy</b> un	غَنِيٌّ ghani <b>yy</b> un	وَصِيَّةٌ waṣi <b>yy</b> atan
يَشَقِّقُ yush <b>shaqq</b> iqu	يَطَوِّفُ yatt <b>aww</b> af	يَذْكُرُ yadh <b>dhak</b> kar	حُجَّةٌ ḥujjatun	أَذَنٌ adh <b>dh</b> ana
مُنْشَرَّةٌ munash <b>sh</b> aratan	فَقَطَعَ faqa <b>ṭṭ</b> a'a	دَكَّةٌ dak <b>k</b> atan	مُطَهَّرَةٌ muṭa <b>h</b> haratan	لُجِّيٌّ lujji <b>yy</b> in

2. When pausing at a doubled letter with no qalqalah, avoid pronouncing it with qalqalah. If the doubled letter should be pronounced with qalqalah, it is obligatory to do so, e.g., بِالْحَقِّ bil-ḥa**qq**i.

3. When pausing at the following doubled letters, they should be pronounced firmly:

ن Noon -- e.g., لَهْنٌ lahun**n**a > لَهَنَّ lahun**nn**

ي Yaa -- e.g., قَوِيٌّ qawi**yy**un > قَوِيَّ qawi**yy**

ر Raa -- e.g., مُسْتَقِرٌّ mustaqi**rr**un > مُسْتَقِرَّ mustaqi**rr**



## LESSON 13

### Letters of elongation: ا alif, و waw, ی yaa

#### Rules:

1. *Alif saakinah* (with a sukoon) preceded by a letter with a fathah is a letter of elongation (*ḥarf madd*), e.g., **بَا** baa, **تَا** taa, **ثَا** thaa.
2. *Waw saakinah* (with a sukoon) preceded by a letter with a dammah is a letter of elongation, e.g., **بُو** boo, **تُو** too, **ثُو** thoo.
3. *Yaa saakinah* (with a sukoon) preceded by a letter with a kasrah is a letter of elongation, e.g., **بِي** bee, **تِي** tee, **ثِي** thee.

#### Notes:

1. These three letters (ا alif, و waw and ی yaa) are the letters of elongation (*ḥuroof al-madd*); they are elongated for two counts, no more and no less. The one who makes the elongation any longer or shorter than that has made a mistake. The teacher should train the students to pronounce this elongation properly.





ثَا thaa	تِي tee	تُو too	تَا taa	بِي bee	بُو boo	بَا baa
حُو hoo	حَا haa	جِي jee	جُو joo	جَا jaa	ثِي thee	ثُو thoo
دِي dee	دُو doo	دَا daa	خِي khee	خُو khoo	خَا khaa	حِي hee
زَا zaa	رِي ree	رُو roo	رَا raa	ذِي dhee	ذُو dhoo	ذَا dhaa
شُو shoo	شَا shaa	سِي see	سُو soo	سَا saa	زِي zee	زُو zoo
ضِي dee	ضُو doo	ضَا daa	صِي see	صُو soo	صَا saa	شِي shee
عَا aa'	ظِي zee	ظُو zoo	ظَا zaa	طِي tee	طُو too	طَا taa
فُو foo	فَا faa	غِي ghee	غُو ghoo	غَا ghaa	عِي 'ee	عُو 'oo
كِي kee	كُو koo	كَا kaa	قِي qee	قُو qoo	قَا qaa	فِي fee
نَا naa	مِي mee	مُو moo	مَا maa	لِي lee	لُو loo	لَا laa
هُو hoo	هَا haa	وِي wee	وُو woo	وَا waa	نِي nee	نُو noo
يِي yee	يُو yoo	يَا yaa	ءِي 'ee	ءُو 'oo	ءَا 'aa	هِي hee

## How to know how long elongation should be:

In this case the elongation is to be estimated on the basis of clenching an open hand or opening a clenched hand at an average speed (neither too quickly nor too slowly). This can only be taught by demonstrating it to the students.

2. The teacher should teach these letters with correct pronunciation from the appropriate points of articulation (*makhaarij*). Pronouncing them in a manner that makes them sound like another vowel should be avoided.
3. Elongation should be limited to the letters of elongation only and should not include the preceding and following letters.

## How to break down words letter by letter

The word **نُوحِيهَا** *nooḥeehaa*: noon ḍammah واو waw:  
 نُو *noo*; ها *haa'* kasrah يا *yaa*: حِي *hee* = نُوحِي *nooḥee*; ها *haa'*  
 fatḥah أَلِف *alif*: هَا *haa* = نُوحِيهَا *nooḥeehaa*.

## EXERCISE

ثَابِتٌ thaa <b>bitun</b>	فَتِيْلًا fate <b>elan</b>	قَتُوْرًا qato <b>oran</b>	تَارِكٌ taari <b>kun</b>
مُبِيْنٌ mube <b>enun</b>	بُوْرًا bo <b>oran</b>	نَبَاتًا naba <b>atan</b>	حُوْبًا ho <b>oban</b>

حَاجِزًا ḥaajizan	عَجِيبٌ 'ajeibun	جُوعٌ joo'in	عُجَابٌ 'ajaabun
أَثِيمٌ 'athemmin	لَمَثُوبَةٌ lamathoobatun	شَدِيدٌ shadeedun	وَدُودٌ wadoodun
دَانٍ daanin	خِيفَةٌ kheefatan	فَخُورٌ fakhoorun	خَاتَمٌ khaatama
مُحِيطٌ muḥeetun	زَانٍ zaanin	رِيعٌ ree'in	بُرُوجًا buroojan
رَاقٍ raaqin	نَذِيرٌ nadheerin	خَذُولًا khadhoolan	عَذَابٌ 'adhaabun
نُشُورًا nushooran	شَاكِرٌ shaakirun	يَسِيرٌ yaseerun	سُورَةٌ sooratun
حِسَابًا ḥisaaban	عَزِيزٌ 'azeezun	وَزُورًا wazooran	هَضِيمٌ haḍeemun
مَخْضُودٌ makhḍoodin	صَاحِكًا ḍaahikan	مُصِيبَةٌ muṣeebatun	صُورَةٌ ṣooratin
صَادِقًا ṣaadiqin	شَيْبًا sheeban	عَابِدٌ 'aabidun	عَظِيمٌ 'aẓeemun
مَكْظُومٌ makẓoomun	ظَالِمٌ ẓaalimun	لَطِيفٌ laṭeefun	فُطُورٌ fuṭoorin
خِطَابًا khiṭaaban	غَفُورٌ ghafoorun	فَارِضٌ faariḍun	تَغِيضٌ tagheedun
لُغُوبٌ lughootin	غَاسِقٌ ghaasiqin	سَعِيدٌ sa'eedun	قُعُودٌ qu'oodun

وَكِيلٌ wakee <sup>lun</sup>	شَكُورٌ shako <sup>o</sup> run	كَاتِبٌ kaatibun	فَقِيرٌ faqe <sup>erun</sup>
وَقُودٌ wuqoo <sup>dun</sup>	قَادِرٌ qaadi <sup>run</sup>	حَفِيزٌ ḥafee <sup>zun</sup>	نَارٌ naa <sup>run</sup>
سَمِيعٌ samee' <sup>un</sup>	مُوصٍ moos <sup>in</sup>	مَارِدٌ maari <sup>din</sup>	غَلِيزٌ ghalee <sup>zun</sup>
قُلُوبٌ quloob <sup>un</sup>	لَا زِبٌ laazib <sup>in</sup>	شُهُودٌ shuhoo <sup>dun</sup>	هَادٍ haa <sup>din</sup>
تَحْوِيلًا taḥwee <sup>lan</sup>	دَاوُدٌ Daawoo <sup>du</sup>	بِوَادٍ biwaa <sup>din</sup>	حَنِيدٌ ḥaneed <sup>hin</sup>
نُورٌ noo <sup>run</sup>	يُحْيِ yuḥyee	عُيُونٌ 'uyoo <sup>nin</sup>	يَابِسٌ yaabis <sup>in</sup>
بَائِسٌ ba'ees <sup>in</sup>	رَأُوفٌ ra'oof <sup>un</sup>	ءَامَنَ 'aamana	شَهِيدٌ shaheed <sup>un</sup>
أُوتِينَا 'ootee <sup>naa</sup>	أُودِينَا 'oodhee <sup>naa</sup>	نُوحِيهَا nooḥee <sup>naa</sup>	

4. When pausing at the letter that follows the elongated letter (*harf madd*), it may be made extra long, between two and six counts when pronouncing the sukoon, e.g.,  
دَانٍ daanin > دَانَ daan; سَمِيعٌ samee'un > سَمِيعٌ samee';  
يَعْلَمُونَ ya'lamoon > يَعْلَمُونَ ya'lamoon.

5. When pausing at a letter with qalqalah that follows an elongated letter, as well as elongating it, it should also be recited with qalqalah after the sukoon, e.g.,  
شَدِيدٌ shadeedun > شَدِيدٌ shadeed; عَجِيبٌ 'ajeebun > عَجِيبٌ 'ajeeb.



## LESSON 14

### Leen letters

(yaa ی — waw و)

#### Rule 1:

If the yaa' or waw has a sukoon and the preceding letter has a fathah, it is called a *leen* letter (*ḥarf al-leen*), e.g., بَوّ baw, بَيّ bay, تَوّ taw, تَيّ tay.

#### Notes:

1. The *leen* letters are to be pronounced in a light (*muraqqaq*), easy and relaxed manner. They should also be pronounced differently from the letters of elongation.
2. The *leen* letters are to be elongated for two counts, like the letters of elongation. They should not be pronounced in a manner that would lead to them being confused with other letters.

جَوّ jay	جَوّ jaw	تَوّ tay	تَوّ taw	بَوّ bay	بَوّ baw
دَوّ dhaw	دَوّ daw	خَوّ khaw	خَوّ khaw	حَوّ ḥay	حَوّ ḥaw

شَى shay	شَوْ shaw	سَى say	سَوْ saw	زَى zay	زَوْ saw	رَى ray	رَوْ raw
ظَى zay	ظَوْ zaw	طَى tay	طَوْ taw	ضَى day	ضَوْ daw	صَى say	صَوْ saw
قَى qay	قَوْ qaw	فَى fay	فَوْ faw	غَى ghay	غَوْ ghaw	عَى ay'	عَوْ aw'
نَى nay	نَوْ naw	مَى may	مَوْ maw	لَى lay	لَوْ law	كَى kay	كَوْ kaw
يَى yay	يَوْ yaw	ءَى 'ay	ءَوْ 'aw	هَى hay	هَوْ haw	وَى way	وَوْ waw

## How to break down words letter by letter:

The word عَفَوْنَا 'afawnaa: عين 'ayn fathah: ع 'a; فا faa' fathah: واو waw: فَوْ faw = عَفَوْ 'afaw; نون noon fathah: أَلِف alif: نَا naa = عَفَوْنَا 'awfawnaa.

The word رُوَيْدًا ruwaydan: رَا raa' dammah: رُ ru; واو waw fathah: يَا ya: وَى way = رُوَيْيْ ruway; دال daal fathatayn: دَا dan = رُوَيْدًا ruwaydan.



# EXERCISE



بَيْنَهَا najj <b>ay</b> naa	نَجَوْتَ naj <b>aw</b> ta	أَتَيْتَ 'at <b>ay</b> ta	تَوْبَةً taw <b>bat</b> an	بَيْنَهَا bay <b>na</b> haa
يَدَيْنِ bid <b>ay</b> nin	غَدَوْتَ ghad <b>aw</b> ta	خَيْرًا kh <b>ay</b> ran	خَوْفٍ khaw <b>fun</b>	حَيْرَانٍ ḥ <b>ay</b> raana
سَوْفَ saw <b>f</b> a	زَيْغٍ zay <b>gh</b> un	زَوْجًا zaw <b>jan</b>	فُرَيْشٍ qur <b>ay</b> shin	يَرَوْنَ yar <b>aw</b> na
تَرْضَوْنَ tarḍ <b>aw</b> na	عَصَيْتَ 'a <b>ṣ</b> ayta	صَوْمًا ṣaw <b>man</b>	شَيْبَةً shay <b>bat</b> an	لَشَوْبًا lashaw <b>ban</b>
غَوْرًا ghaw <b>ran</b>	عَيْنٍ ' <b>ay</b> nun	فِرْعَوْنَ Fir' <b>aw</b> na	طَيْرًا ṭay <b>ran</b>	طَوْعًا ṭaw' <b>an</b>
كَيْدًا kay <b>dan</b>	كَوَكَبٍ kaw <b>kab</b> un	سَقَيْتَ saq <b>ay</b> ta	قَوْلًا qaw <b>lan</b>	أَخْفَيْتُمْ 'akh <b>fay</b> tum
بَيْنَنَا bay <b>naa</b>	نَوْمٍ naw <b>mun</b>	مَيْلًا may <b>lan</b>	مَوْرًا maw <b>ran</b>	عَلَيْهَا 'alay <b>haa</b>
أَيْنَمَا ay <b>namaa</b> '	أَوْتَادًا 'aw <b>ta</b> adan	هَيْهَاتَ hay <b>haa</b> t	هَوْنًا haw <b>nan</b>	وَيْلٌ way <b>lun</b>
يَوْمَيْنِ yaw <b>may</b> ni	قَوْسَيْنِ qaw <b>say</b> ni	عَيْنَيْنِ 'ay <b>nay</b> ni	حَوْلَيْنِ ḥaw <b>lay</b> ni	حُسْنَيْنِ ḥus <b>nay</b> ayni
حَوْلَهَا ḥaw <b>la</b> haa	الَّذِينَ allad <b>hay</b> ni	سَيْرًا say <b>ran</b>	يَرْضَيْنَ yarḍ <b>ay</b> na	غَيْرَهَا gh <b>ay</b> rahaa
لَوْحٍ law <b>ḥin</b>	رُودًا ruw <b>ay</b> dan	يَوْمًا yaw <b>man</b>	كَامِلِينَ kaamil <b>ay</b> ni	

3. The word عَيْنَيْنِ 'aynayni contains two yaa's with *leen*; they should be separated and not pronounced as if they have a vowel other than sukoon. In the word اَعْطَيْنَا a'aynaa, the *taa'* is heavy (*mufakhkham*), not light (*muraqqaq*). The yaa' and alif should each be elongated for two counts only.

## Rule 2:

When pausing at a letter that is preceded by a *leen* letter, the *leen* may be elongated for between two and six counts, e.g., خَوْفٍ khawfin > خَوْفٌ khawf; قُرَيْشٍ Qurayshin > قُرَيْشٌ Quraysh.





## LESSON 15

### Small alif, waw, ya

[اَ، وِ، يِ]

It should be noted that the letters of elongation (*huroof al-madd*) are of two types. One is the commonly used type, e.g., **بَا** baa, **بُو** boo, **بِي** bee; the other is a small form of these letters that takes the place of the letters themselves, e.g., **بَ** baa, **بِ** boo, **بِ** bee.

### Notes:

1. The small alif that appears above the letter after the fathah (e.g., **بَ** baa), the small waw that appears after the dammah (e.g., **بِ** boo) and the small yaa that appears after the kasrah (e.g., **بِ** bee) indicate an omitted letter that should be elongated for two counts.
2. When pronouncing the noon and meem, they should not be pronounced from the nasal cavity any more than is necessary.

### How to describe extended letters

**بَ** Baa: **بَا** baa' fathah small **اَ** alif: **بَا** baa  
**بِ** Boo: **بَا** baa' dammah small **وِ** waw: **بُو** boo  
**بِ** Bee: **بَا** baa' kasrah small **يِ** yaa': **بِي** bee

ثَ thee	ثُو thoo	ثَا thaa	تَ tee	تُو too	تَا taa	بَ bee	بُو boo	بَا baa
خَ khee	خُو khoo	خَا khaa	حَ hee	حُو hoo	حَا haa	جَ jee	جُو joo	جَا jaa
رَ ree	رُو roo	رَا raa	ذَ dhee	ذُو dhoo	ذَا dhaa	دَ dee	دُو doo	دَا daa
شَ shee	شُو shoo	شَا shaa	سَ see	سُو soo	سَا saa	زَ zee	زُو zoo	زَا zaa
طَ tee	طُو too	طَا taa	ضَ dee	ضُو doo	ضَا daa	صَ see	صُو soo	صَا saa
غَ ghée	غُو ghoo	غَا ghaa	عَ 'ee	عُو 'oo	عَا 'aa	ظَ zee	ظُو zoo	ظَا zaa
كَ kee	كُو koo	كَ kaa	قَ qee	قُو qoo	قَا qaa	فَ fee	فُو foo	فَا faa
نَ nee	نُو noo	نَا naa	مَ mee	مُو moo	مَا maa	لَ lee	لُو loo	لَا laa
عَ ee'	عُو oo'	عَا aa'	هَ hee	هُو hoo	هَا haa	وَ wee	وُو woo	وَا waa
			يَ yee	يُو yoo	يَا yaa			

## How to break down words letter by letter

The word مَوْسَى Moosaa: ميم meem ḍammah وَاو waw: مَوْ moo;  
سِين seen fathah small أَلِف alif: سَا saa = مَوْسَى Moosaa



The word **يَهِي** bihee: با baa' kasrah: بِ bi; ها haa' kasrah small  
يا yaa': ه hee = يَهِي bihee.

The word **لَهُ** lahoo: لام laam fathah: ل la; ها haa' dammah  
small واو waw: ه hoo = لَهُ lahoo.

## EXERCISE:

أَتَى 'ataa	أَوْحَى awḥaa	فَهَدَى fahadaa	يَرَى yaraa	تُجْزَى tujzaa
عَصَى 'aṣaa	يَرْضَى yarḍaa	لَظَى laẓaa	يَسْعَى yas'aa	أَبَى 'abaa
أَبَكَى 'abkaa	قَالَ qalaa	رَمَى ramaa	عَسَى 'asaa	يَخْشَى yakhshaa
رَأَى ra'aa	يَحْيَى yahyaa	طَغَى ṭaghaa	يَخْفَى yakhfaa	أَبْقَى 'abqaa
إِيْمَانَهُ 'eemaanahoo	أَدْنَى 'adnaa	غَوَى ghawaa	أَدْهَى adhaa	نَلَهَى talahhaa
أَمَانَهُ 'amaatahoo	عِبَادَهُ 'ibaaduhoo	عِظَامَهُ 'iẓaamuhoo	بَنَانَهُ banaanahoo	سُبْحَانَهُ subḥaanahoo
صَدْرَهُ ṣadrahoo	أَطْعَمَهُ 'aṭ'amahoo	قَبَضَتْهُ qabḍatuhoo	وَثَاقَهُ wathaaqahoo	خَلَقَهُ khalaqahoo
وَدْرَى wooriya	خِثْمَهُ khitaamuhoo	دَاوَدُ Daawoodu	يَسْتَوْنَ yastawoonaa	فِصَالَهُ fiṣaalahoo
طَعَامِهِ ṭa'aamihee	قَبْلِهِ qablihee	بَعْدِهِ ba'dihee	أَكْفَرَهُ akfarahoo	أَمْرَهُ 'amarahoo

وَجْهَهُ wajhihee	هَذِهِ haadhihee	يَلُونُ yalwoona	بِهِ bihee	فِيهِ feehee
تُرْزَقَانِهِ turzaqaanihee	رُسُلِهِ rusulihee	عَمَلِهِ 'amalihee	تُقَاتِيهِ tuqaatihee	بَطْنِهِ batnihee
آيَاتِهِ 'ayaatihee	لِقَوْمِهِ liqawmihee	قِيلِهِ qeelihee	يُحْيِي yuhyee	يَسْتَحْيِي yastahyee
إِلَيْهِمْ 'eelaafihim			بِمُزَاحَظِهِ bimuzahzihee	

- There is no change in the pronunciation of a word that ends with a small alif when pausing at it, e.g., قَالَى qalaa, غَوَى ghawaa.
- When pausing at such words, they should not be elongated for more than two counts. Elongating them for more than that is a mistake.

## Rule 1:

When pausing at a letter followed by a small waw, the small waw is omitted and one should stop at the letter that comes before it, making it vowelless (sukoon), e.g., لَاهُ laho > لَ lah.

## Rule 2:

When pausing at a letter followed by a small yaa', the small yaa' is omitted and one should stop at the letter that comes before it, making it vowelless (sukoon), e.g., بِي bihee > بِ bih.





## Rule 3:

When pausing at a word that does not end with haa', such as the words **يُسْتَحْيٰ** yustahy<sup>ee</sup> and **يُحْيٰ** yuhy<sup>ee</sup>, the end of the word does not change; rather it is elongated for two counts, e.g., **يُسْتَحْيٰ** yustahy<sup>ee</sup>.

With regard to the Indian Muṣḥaf, the above lesson is as follows:

Upright fathah [ـَ], upside-down ḍammah [ـِ] and upright kasrah [ـِ]

The upright fathah and upside-down ḍammah that appear above the letter and the upright kasrah that appears below the letter indicate a letter that is omitted; it is to be elongated for two counts, e.g., **اٰتِيَه** aay<sup>ee</sup>aatih<sup>ee</sup>, **لَه** lah<sup>oo</sup>.

ج ج ج jee joo jaa	ث ث ث thee thoo thaa	ت ت ت tee too taa	ب ب ب bee boo baa
ذ ذ ذ dhee dhoo dhaa	د د د dee doo daa	خ خ خ khee khoo khaa	ح ح ح hee hoo haa
ش ش ش shee shoo shaa	س س س see soo saa	ز ز ز zee zoo zaa	ر ر ر ree roo raa
ظ ظ ظ zee zoo zaa	ط ط ط tee too taa	ض ض ض dee doo daa	ص ص ص see soo saa
ق ق ق qee qoo qaa	ف ف ف fee foo faa	غ غ غ ghee ghoo ghaa	ع ع ع 'ee 'oo 'aa

ن ن ن nee noo naa	م م م mee moo maa	ل ل ل lee loo laa	ك ك ك kee koo kaa
ي ي ي yee yoo yaa	ء ء ء 'ee 'oo 'aa	ه ه ه hee hoo haa	و و و wee woo waa

## How to break down the word

اَيْتِه aayaatihee: همزة hamzah upright fathah: ا'aa; يا yaa' upright fathah: اِي yaa = اِي aayaa; تا taa' kasrah: اِيْتِ ti = اِيْتِ aayaati; ها haa' upright kasrah: هِ hee = اِيْتِه aayaatihee.  
The word لَهْ laho: لام laam fathah: ل la; ها haa' upside-down dammah: هْ hoo = لَهْ lahoo.

## EXERCISE

سَجَى sajaa	أَوْحَى awhaa	فَهَدَى fahadaa	يَرَى yaraa	تَجَزَّى tajzaa
سُبْحَنَهُ subḥaanahoo	إِيْمَنَهُ 'eemaanahoo	فِضْلُهُ fiṣaaluho	أَبَى 'abaa	أَتَى 'ataa
تُفَاتِيهِ tufaatihee	أَمَاتَهُ 'amaatahoo	عِبَادَهُ 'ibaaduhoo	عِزَامَهُ 'izaamahoo	بَنَاتَهُ banaanahoo
فِيهِ feehee	قَبْلَهُ qablihee	بَعْدَهُ ba'dihee	رُسُلِهِ rusulihee	عَمَلِهِ 'amalihee
		بِهِ bihee		



## Rule 1:

The word that ends with an upright fathah does not change when pausing thereat, e.g., أَتَى 'at<sup>aa</sup>, غَوَى ghaw<sup>aa</sup>.

## Rule 2:

When pausing at a letter that has an upright kasrah or an upside-down dammah, the kasrah or dammah turns into a sukoon, e.g., لَهْ lah<sup>oo</sup> > لَهْ lah, بِهْ bi<sup>ee</sup> > بِهْ bi<sup>h</sup>. When pausing at a word that ends in a letter other than haa', the end of the word does not change; rather it is elongated for two counts, e.g., يُحْيِ yuḥy<sup>ee</sup>.



## LESSON 16

### Rules on noon saakinah and tanween

#### Rules:

1. Noon saakinah (vowelless noon). It has no vowel but it is still pronounced and written, when continuing and when pausing, e.g., مِنْ min, عَنْ 'an.
2. Tanween ("nutation") is an additional noon saakinah that appears at the end of an (indefinite) noun. It is pronounced when continuing, and is omitted when pausing, e.g., عَزِيزٌ 'azeezun, حَكِيمٌ ḥakeemun.

There are four rules (*ahkaam*) regarding the noon saakinah and tanween:

1. izhaar
2. iqlaab
3. idghaam
4. ikhfaa'

#### Izhaar الإظهار

(lit. "making apparent")

Izhaar الإظهار means pronouncing the letter clearly, from its point of articulation, with no ghunnah.

The letters of izhaar are: ه hamzah, ه haa', ح ḥaa', ع 'ayn, ع ghayn, خ khaa'. These are letters that come from the throat.





## Rule:

If the letters of izhaar appear after a noon saakinah or tanween, then the noon saakinah or tanween should be pronounced clearly with no ghunnah.

## EXERCISE

يَنْعَوْنَ	يَنْهَوْنَ	أَنْعَمْتَ	يَنْحِتُونَ	فَسَيَغْضُونَ
وَالْمُنْخَنِقَةُ	مَنْ ءَامَنَ	مَنْ هَادٍ	مَنْ عَلَقٍ	مَنْ حَكِيمٍ
مِنْ غُلٍّ	مِنْ خَلْفٍ	عَذَابًا أَلِيمًا	نُوحًا هَدَيْنَا	قُرْءَانًا عَجَبًا
قَرْضًا حَسَنًا	مِثْقَالَ غَلِيظٍ	نَارًا خَالِدًا	عَذَابٍ أَلِيمٍ	قَرْيَةٍ هِيَ
شَيْءٌ عَلَيْهِمُ	حَكِيمٌ حَمِيدٌ	عَذَابٍ غَلِيظٍ	كَذِبَةٍ خَاطِئَةٍ	عَذَابٍ أَلِيمٍ
أَفْسَحَ رَهْذَا	حُورٍ عِينٍ	عَزِيزٍ حَكِيمٍ	عَذَابٍ غَلِيظٍ	عَلِيمٌ خَبِيرٌ

## Notes:

1. It is essential to pronounce the letter after the noon saakinah or tanween immediately so there will be no ghunnah, but do not rush to pronounce it in such a way that it is moved from its proper point of articulation (*makhraj*).

2. Avoid pausing whilst pronouncing any letter, e.g.,  
أَنْعَمْتُ an'amtu, يَنْعِقُ yan'iqu.
3. In the Muṣḥafs produced by the King Fahd Complex for the Printing of the Holy Qur'an, the presence of a sukoon above the noon saakinah indicates that the noon should be pronounced clearly (with izhaar), e.g., مِنْ هَادٍ min haadin. The presence of tanween (ـً, ـٍ, ـٍ) also indicates that the noon should be pronounced clearly (with izhaar) in the Muṣḥaf produced by the King Fahd Qur'an Complex, e.g., قَرَضًا حَسَنًا qardan ḥasanan, حَكِيمٍ حَمِيدٍ ḥakeemin ḥameedin, سَمِيعٌ عَلِيمٌ samee'un 'aleemun.



## LESSON 17

### الإدغام Idghaam (assimilation)

الإدغام Idghaam occurs when a vowelless (saakin) letter is followed by a letter that has a vowel; the vowelless letter is then assimilated into the vowelless letter, and they become a single letter with shaddah (doubling).

There are six letter of idghaam: ي yaa', ر raa', م meem, ل laam, و waw and ن noon. They may be put together in the (mnemonic) word yarmaloon.

Idghaam falls into two categories:

#### 1. Idghaam with ghunnah

If the letters ي yaa', م meem, و waw or ن noon occur after a noon saakinah or tanween, the noon saakinah or tanween is assimilated (into the following letter) and pronounced with ghunnah, for two counts. This is called *idghaam naaqis* (incomplete idghaam).

#### 2. Idghaam without ghunnah

If raa or laam appear after a noon saakinah or tanween, the noon saakinah or tanween is assimilated (into the following letter) and pronounced with no ghunnah. This is called *idghaam kaamil* (complete idghaam).

#### Rule:

If a meem with a vowel appears after a vowelless meem (meem saakin), the meem saakin should be assimilated (into the following letter) with ghunnah, for two counts, e.g., مِنْهُمْ مَا minhum maa.



## How to break down words letter by letter

The words مَنْ يَقُولُ may yaqoolu: ميم meem fathah يا yaa': مَيّ may; يا yaa' fathah: يَ ya = مَن may ya; قاف qaaf dammah: لُ lu = مَنْ يَقُولُ may yaqoolu.

The words مَنْهُمْ minhum maa: ميم meem kasrah نون noon: مِنْ min; هَا haa' dammah ميم meem: هُمْ hum = مِنْهُمْ minhum; ميم maa' fathah أَلِف alif: مَا maa = مِنْهُمْ minhum maa.

## EXERCISE

مِنْ مَّالٍ mim maalin	مِنْ وَالٍ miw waalin	مَنْ يَقُولُ may yaqul
مِنْ رَبِّكَ mir rabbika	مِنْ لَدُنْهُ mil ladunhu	مِنْ نِعْمَةٍ min ni 'matin
مِنْ نَذِيرٍ min nadheerin	مَنْ وَجِدَ maw wujida	مَنْ يَمْشِي may yamshi
مِنْ رَسُولٍ mir rasoolin	أَنْ لَيْسَ al laysa	مِنْ مَطَرٍ mim maṭarin
قَمَرًا مُنِيرًا qamaram muneeran	مَا لَا وَوَلَدًا maalaw wawaladan	عَجَبًا يَهْدِي 'ajabay yahdi
أَخَذَ رَابِيَةً 'akhdhatar raabiyatan	مَا لَا لُبْدًا maalal lubidan	عَذَابًا نُكْرًا 'adhaaban nukran
كِتَابٍ مُبِينٍ kitaabim mubeenin	نُوحٍ وَعَادٍ noohiw wa'aadin	يَوْمَ يَذِيحُ يَوْمٌ yawma'idhiy yawmun





ثَمَرَةٌ رِزْقًا thamaratir rizqan	بِأَخٍ لَّكُمْ bi'akhil lakum	شَيْءٍ تُكْرٍ shay'in nukurin
سِحْرٌ مُّبِينٌ sihrum mubeenun	عَذَابٌ وَاصِبٌ 'adhaabu w waaşibun	سِحْرٌ يُؤْتَرُ sihruy yu'tharu
غَفُورٌ رَّحِيمٌ Ghafoorur raheemun	نَفْسٌ لِّنَفْسٍ nafsul linafsin	طَلْعٌ نَّضِيدٌ ṭal'un naḍeedun

## Note:

There is no idghaam in words such as the following: قَنَوَانٌ qinwaanun, صِنَوَانٌ şinwaanun, بُنْيَانٌ bunyaanun, أَلَدُنْيَا ad-dunya; rather the noon should be pronounced clearly with no ghunnah.

## Examples of vowelled meem after vowelless meem (meem saakinah):

سَعَيْكُمْ مَّشْكُورًا sa'yukum mashkoooran	لَهُمْ مَّغْفِرَةٌ lahum muqaami'u
لَهُمْ مَّقَامِعٌ lahum maghfiratun	عَلَيْهِمْ مَّطَرًا 'alaykum maṭaran
عَلَيْكُمْ مَّدْرَارًا 'alayhim maadhaa	مِنْهُمْ مَّعَرَّةٌ minhum ma'arratun
عَلَيْهِمْ مَّاذَا 'alaykum midraaran	قُلُوبِهِمْ مَّرَضٌ quloobihim maraḍun

## Note:

When assimilating the letters of idghaam (“yarmaloon”) because they follow a noon saakinah or tanween, the noon does not have a sukoon whilst the following letter (م meem, ن noon, ر raa', ل laam) is doubled (shaddah). و Waw and ي yaa' are not doubled. The tanween looks like this: ً, ٍ, ٌ.

### Doubled noon and meem (shaddah)

Doubled noon and meem (i.e., with shaddah) come under the same rule, which is to pronounce clearly the ghunnah of meem and noon when they are doubled, both when continuing and when pausing.

#### Example of noon:

مِنْ الْجِنَّةِ وَالنَّاسِ min al-jinnati wan-naasi.

#### Example of meem:

أُمِّ امَّا, ثُمِّ thamma.



## LESSON 18

### الإقلاب Iqlaab (lit. changing, turning into)

The word الإقلاب **iqlaab** is taken from a root meaning to change or turn into something else. The noon saakinah or tanween turns into a meem when it is followed by a baa', whilst preserving its ghunnah.

#### Rule:

If the baa' comes after a noon saakinah or tanween, then the noon saakinah or tanween is turned into a meem, with ghunnah for two counts.

#### How to break down words letter by letter:

The word فَاَنْبَذَ **fambidh**: فَا faa' fathah مِم meem: فَم **fam**; با baa' kasrah ذَال dhaal: بَذَ **bidh** = فَاَنْبَذَ **fambidh**

The phrase سَمِعُ أَبْصِيرُ **samee'um** baṣeerun: سَمِعَ seen fathah:

عَيْن **samee**; سَمِيَ **samee** = مِ mee: يَ yaa' مِم meem kasrah سَ sa;

بَا **baa'** **samee'um** = عَم **um** = مِم meem: اَيْن ḍammah

بَا **ba** = سَمِعَ **samee'um** با **ba**; صَاد **ṣaad** kasrah يَ yaa':

رُ **raa'** ḍammatayn: صِ **ṣee** = سَمِعَ **samee'um** باṣee; رَا **raa'** ḍammatayn:

رُن **run** = سَمِعَ **samee'um** باṣeerun.



## Notes:

1. Do not elongate the letter preceding ghunnah; ghunnah should last for two counts.
2. Do not pronounce the noon with the meem in iqlaab, because the meem replaces the noon.

## EXERCISE

سُبُلَّةٌ sumbulatin	فَأَنْجَسَتْ fambajasat	يَسْتَبِشُونَكَ yastambi'oonaka
مِنْ بَقْلِهَا mim baqlihaa	تَنْبُتُ tumbutu	أَنْبَتَتْ 'ambatat
مِنْ بَعْضٍ mim ba 'din	مَنْ بَحَلٍ mam bakhila	مِنْ بَاقِيَةٍ mim baaqiyatin
خَيْرٌ أَبْصِيرًا Khabeeram başeeran	مَرْحَبًا بِهِمْ marhabam bihim	مِنْ بَعْدِهَا mim ba 'dihaa
قَوْمًا بُورًا qawmam booran	أَمَدًا بَعِيدًا amadam ba'eedan	قَوْلًا بَلِيغًا qawlam baleeghan
كِرَامٍ بَرَرَةٍ kiraamim bararatin	ءَايَةٍ بَيِّنَةٍ aayatim bayyinin	شِقَاقٍ بَعِيدٍ shiqaaqim ba'eedin
خَلِيقٍ بَشَرًا khaaliqam basharan	سَبَابًا بِنَا saba'im binaba'in	زَوْجٍ بَهِيَجٍ zawjim baheejin





فَاسِقٌ بِنَبَاٍ faasiqum binabaa'in	رَجَعَ بَعِيدٌ raj'um ba'eedun	خَيْرٌ بِصِيرٍ Khabeerum baṣeerun
	بِصِيرٍ بِالْعِبَادِ Baṣeerum bil-'ibaadi	

## Note:

When the letter baa' follows a noon saakinah or tanween in the Muṣḥaf produced by the King Fahd Qur'an Complex, a small meem appears above the noon saakinah instead of a sukoon; the small meem also appears above a letter with tanween instead of the second symbol of tanween.



## LESSON 19

### الإخفاء Ikhfa' (lit. hiding)

**الإخفاء Ikhfa'** means pronouncing a vowelless letter (*harf saakin*) without doubling (*shaddah*), in a manner somewhere between pronouncing it clearly (*izhaar*) and assimilating it into the following letter (*idghaam*), whilst maintaining ghunnah in the noon saakinah and tanween. The letters of ikhfa' are fifteen: **ت taa', ث thaa', ج jeem, د daal, ذ dhaal, س seen, ش sheen, ص saad, ض daad, ط taa', ظ zaa', ف faa', ق qaaf, ك kaaf.**

### Rule 1:

If one of the letters of ikhfaa' follows a noon saakinah or tanween, it is to be pronounced with ghunnah, for two counts.

### Note:

If noon saakinah is followed by one of the letters of ikhfaa', it makes no difference if they appear in two separate words or in the same word; it should still be pronounced with ghunnah. This is called *al-ikhfaa' al-haqeeqi* (true ikhfaa').

### Rule 2:

If a vowelless baa' is preceded by a meem saakinah it should be pronounced with ikhfaa' and ghunnah, and the ghunnah should last for two counts, e.g., **لَهُمْ بِهِ** lahum **m** bihi. This is called *al-ikhfaa' al-shafawi* (labial ikhfaa' or ikhfaa' of the lips).



## EXERCISE

زَنْجَبِيلًا	أُنْثَى	أَنْتُمْ
مُنْزَلًا	مُنْذِرٌ	جُنْدٌ
مَنْصُورًا	مَنْشُورًا	إِنْسَانٍ
نَنْظُرُ	قِنْطَارًا	مَنْضُودٍ
أَنْكَثَا	مُنْقَلَبًا	مُسْتَنْفِرَةً
مِنْ جُوعٍ	مِنْ ثَمَرَةٍ	مَنْ تَابَ
مِنْ زَكَاةٍ	مِنْ ذَكْرِ	مِنْ دَافِعٍ
مِنْ صَدَقَةٍ	مِنْ شَيْءٍ	مِنْ سَبِيلٍ
مِنْ ظَهِيرٍ	مِنْ طِينٍ	مِنْ ضَرِيعٍ
مِنْ كَأْسٍ	مِنْ قَرْيَةٍ	مِنْ فَضْلٍ



زُرْعَاتُ كُلِّ	سَحَابَاتِقَالَا	رُطْبَا جَنِيًّا
كَأْسَادِهَاقَا	نُرَابَا ذَلِكْ	صَعِيدَا زَلَقَا
بَشْرَاسَوِيَّا	عَذَابَا شَدِيدَا	عَذَابَا صَعْدَا
عَذَابَا ضِعْفَا	شَرَابَا طَهُورَا	ظِلًّا ظَلِيلَا
خَلِيدَا فِيهَا	فَتْحَا قَرِيبَا	رِزْقَا كَرِيمَا
يَوْمِيذِ تُحَدِّثُ	يَوْمِيذِ ثَمَنِيَّةٍ	خَلْقِ جَدِيدِ
بُخْسِ دَرَاهِمِ	بِسَلَمِ ذَلِكْ	يَوْمِيذِ زُرْقَا
بِقَلْبِ سَلِيمِ	بَأْسِ شَدِيدِ	بِرِيحِ صَرَصِرِ
لِكُلِّ ضِعْفٍ	بِرِيحِ طَيِّبَةٍ	لِبَعْضِ ظَهِيرٍ
خَيْرِ فَقِيرٍ	أَجَلِ قَرِيبِ	زَوْجِ كَرِيمِ
ذُلُّ تَثِيرٍ	شِهَابِ ثَاقِبٍ	فَصَبْرِ جَمِيلٍ
ضُرُّ دَعَا	فَاعِلِ ذَلِكِ	حَمِيدِ زَعَمِ








فَوَجَّ سَأَلَهُمْ	أَلِيمَ شَدِيدٌ	عَمَلٌ صَالِحٌ
مُسْفِرَةٌ ضَاحِكَةٌ	بَلَدَةٌ طَيِّبَةٌ	سَحَابٌ ظُلُمَاتٌ
لَفَرِحَ فَخُورٌ	سَمِيعٌ قَرِيبٌ	كِتَابٌ كَرِيمٌ

## Vowelled baa' after meem saakinah

رَبَّهُمْ بِهِمْ	عَلَيْهِمْ يَعْلَمُ	هُمْ بِهِمْ
يَعْنَصُمُ بِاللَّهِ	مِنْهُمْ بَطْشًا	سَبَقَكُمْ بِهَا
ذَالِكُمْ بِمَا	فَأَحْكُمُ بَيْنَهُمْ	عَلَيْهِمْ يَكَايَسُ
	أَنْتُمْ بَشَرٌ	

## Note:

When one of the letters of ikhfaa' appears after a noon saakinah or tanween in the Muṣḥaf produced by the King Fahd Qur'an Complex, the noon has no sukoon and the tanween appears like this: , , . The meem that is followed by a vowelled baa' also has no sukoon.

## LESSON 20

### Tanween followed by hamzat al-waṣl (joining hamzah)

If hamzat al-waṣl follows tanween (faṭḥatayn, kasratayn, dammatayn), the sukoon of tanween turns into a kasrah when continuing only, e.g., نُوحٌ أَبْنَاهُ Nooḥun ibnahoo.

How to break down words letter by letter:

The word نُوحٌ أَبْنَاهُ Nooḥun ibnahoo: واو noon ḍammah: نون noon  
waw: نُو noo; حا haa' ḍammah: ح hu = نُوح Nooḥu; نون noon  
kasrah: نون noon faṭḥah: اب ib; نُوحٌ nooḥun = نِب nib = با baa'  
نا na = نُوحٌ Nooḥun ibna; ها haa' ḍammah small: واو waw:  
هُ hoo = نُوحٌ أَبْنَاهُ Nooḥun ibnahoo.

## EXERCISE

فَخُورًا الَّذِينَ fakhooran illadheena	خَيْرًا أَهْبَطُوا khayrun ihbiṭoo
جَمِيعًا الَّذِينَ jamee'an illadheena	أَلِيمًا الَّذِينَ 'aleeman illadheena



<p>فَسَقُّ الْيَوْمَ</p> <p>fisqin il-yawma</p>	<p>ثَلَاثَةٌ أَنْتَهُوْا</p> <p>thalaathatun intahoo</p>
<p>مُتَشَبِّهِ أَنْظُرُوا</p> <p>mutashaabihin inẓuroo</p>	<p>بَعْضٌ أَنْظُرْ</p> <p>ba'din inẓur</p>
<p>جَمِيعًا الَّذِي</p> <p>jamee'an illadhi</p>	<p>بِرَحْمَةٍ أَدْخُلُوا</p> <p>birahmatin idkhuloo</p>
<p>مَثَلًا الْقَوْمُ</p> <p>mathalan il-qawmi</p>	<p>قَوْمًا اللَّهُ</p> <p>qawman illaahu</p>
<p>خَيْرًا اللَّهُ</p> <p>khayran illahu</p>	<p>عُزَيْرُ بْنُ اللَّهِ</p> <p>'uzayrun ibnullahi</p>
<p>شَدِيدٍ الَّذِينَ</p> <p>shadeedin illadheena</p>	<p>مُبِينٍ أَقْبُلُوا</p> <p>mubeenin iqtuloo</p>
<p>خَبِيثَةٍ أَجْتُثَّتْ</p> <p>khabeethatin ijtuththat</p>	<p>كَرَمَادٍ أَشْتَدَّتْ</p> <p>karamaadin ishtaddat</p>
<p>مَنْشُورًا أَقْرَأْ</p> <p>'manshooran iqra</p>	<p>عُيُونٍ أَدْخُلُوهَا</p> <p>'uyoonin idkhuluhaa</p>
<p>عَرْضًا الَّذِينَ</p> <p>'ard.an illadheena</p>	<p>قَرِيَّةٍ اسْتَطَعَمَا</p> <p>qaryatin istat'amaa</p>
<p>عَدَنِ الَّتِي</p> <p>'adnin allati</p>	<p>أَعْمَلًا الَّذِينَ</p> <p>'a'maalan illadheena</p>



<p>فِتْنَةٌ أَنْقَلَبَ</p> <p>fitnatun inqalaba</p>	<p>خَيْرٌ أَطْمَأَنَّ</p> <p>khayrun iṭma'anna</p>
<p>زُجَاجَةٌ الزُّجَاجَةُ</p> <p>zujaajatin iz-zajaajah</p>	<p>مِصْبَاحٌ الْمِصْبَاحُ</p> <p>mişbaaḥun al-mişbaahu</p>
<p>نُوحٌ الْمُرْسَلِينَ</p> <p>Nooḥin al-mursaleena</p>	<p>نَذِيرٌ الَّذِي</p> <p>nadheeran illadhi</p>
<p>بَعْضُ الْقَوْلِ</p> <p>ba'din il-qawla</p>	<p>لُوطٌ الْمُرْسَلِينَ</p> <p>Loot.in il-mursaleena</p>
<p>شَكُورٌ الَّذِي</p> <p>shakoorun illadhi</p>	<p>نُفُورٌ أَسْتِكْبَارًا</p> <p>nufoorun istikbaaran</p>
<p>بِزِينَةِ الْكَوَاكِبِ</p> <p>bizeenatin il-kawaakibi</p>	<p>عَلِيمٌ الَّذِي</p> <p>'aleemun illadhi</p>
<p>مُرْتَابٌ الَّذِينَ</p> <p>murtaabun illadheena</p>	<p>مَثَلًا الْحَمْدُ</p> <p>mathalan il-ḥamdu</p>
<p>مُنِيبٌ أَدْخُلُوهَا</p> <p>muneebin idkhuloohaa</p>	<p>شَيْئًا اتَّخَذَهَا</p> <p>shay'an ittakhadhahaa</p>
<p>قَدِيرٌ الَّذِي</p> <p>Qadeerun illadhi</p>	<p>عَادًا الْأُولَى</p> <p>'Aadan il-oolaa</p>





<p>طُوًى اِذْهَبَ</p> <p>tuwaan idhhab</p>	<p>يَوْمَئِذٍ الْمُسْتَقَرُّ</p> <p>yawma'idhin il-mustaqarru</p>
<p>أَحَدُ اللَّهِ</p> <p>'ahadun illahu</p>	<p>لُمَزَةٍ اِلَّذِي</p> <p>lumazatin illadhi</p>

## Notes:

1. The phrase [جَمِيعًا اِلَّذِي jamee'an illadhi] is pronounced: جَمِيعًا اِلَّذِي jamee'an illadhi; the alif that follows the 'ayn is ignored when continuing. If one says جَمِيعَانِ اِلَّذِي jamee'aan illadhi (elongating the alif), this is incorrect.
2. We have included the small noon in all the examples given above in order to show how to pronounce tanween followed by hamzat al-waṣl. However, the small noon is not written in the Muṣḥafs.



## LESSON 21

# Ruling on laam in the name of Allah

## Rule:

If the laam in the words **اللَّهُ** Allaah or **اللَّهُمَّ** Allaahumma is preceded by a fathah or dammah, the laam is heavy (*mufakhkham*); if it is preceded by a kasrah, it is light (*muraqqaq*). Apart from the laam in the name of Allah, the laam is light in all other words.

1. Examples of *tafkheem* (making heavy) of the laam:

<b>مِنَ اللَّهِ</b> Min Allaah	<b>تَاللَّهِ</b> taIIaahi	<b>اللَّهُ</b> Allaahu
<b>خَلَقَ اللَّهُ</b> Khalaq Allaahu	<b>ذَٰلِكُمْ اللَّهُ</b> dhaalikum UIIaahu	<b>رَسُولَ اللَّهِ</b> Rasool Allaah
<b>قَالُوا اللَّهُمَّ</b> Qaal UIIaahumma	<b>حَسْبِيَ اللَّهُ</b> hasbiy Allaahu	<b>أَعْبُدُ اللَّهَ</b> A'bud uIIaaha
<b>سُبْحَانَكَ اللَّهُمَّ</b> Subhaanak Allaahumma		

2. Examples of *tarqeeq* (making light) of the laam:

سَبِيلُ اللَّهِ Sabeel illaahi	أَعُوذُ بِاللَّهِ 'a'oodhu billaahi	بِسْمِ اللَّهِ bismillaahi
أَمْرُ اللَّهِ 'amrillaahi	دُونِ اللَّهِ doon illaahi	قُلِ اللَّهُ Qul illaahu
قُلِ اللَّهُمَّ Qul illaahumma	لِكَلِمَتِ اللَّهِ Li kalimaat illaahi	

3. Other examples, in all of which the laam is light (*muraqqaq*)

تَوَّى tawallaa	تَجَلَّى tajallaa	حَلَّ hillun	يُضِلُّ yud.illu
صَلُّوا shalloo	ضَلَّالَةٌ dalaalatun	صَلَوَةٌ shalaatin	فَصَّلْ faşalli
لِلْمُصَلِّينَ lil-muṣallaena	يُصَلُّونَ yuṣalloona		



## LESSON 22

### Elongation (*madd*)

*Madd* means elongating the sound of one of the letters of elongation (*huroof al-madd*).

#### Rule 1:

If the letter of elongation is followed by a hamzah in the same word, the elongation in that case is obligatory and lasts for four counts, e.g.:

أَوَّلِيَاءَ awliya <sup>aaaa</sup> 'a	سُوِّءَ so <sup>oooo</sup> 'in	جَاءَ ja <sup>eeee</sup> 'a	جَاءَ ja <sup>aaaa</sup> 'a
يَشَاءُ yash <sup>aaaa</sup> 'u	أُولَئِكَ ool <sup>aaaa</sup> 'ika	خَطِيئَةٌ khaṭ <sup>eeee</sup> 'atan	قُرُوءَ quro <sup>oooo</sup> 'in

#### Rule 2:

If the letter of elongation is followed by a hamzah in the next word, because the letter of elongation occurs at the end of the first word and the hamzah is at the beginning of the following word, then in that case elongation is permissible and lasts for four counts, e.g.:

قَالُوا أَتَجْعَلُ qaal <sup>oooo</sup> 'ataj'alu	كَمَا آمَنَ kam <sup>aaaa</sup> 'aamana	مَا أَصَابَ ma <sup>aaaa</sup> 'aṣaaba
--	--	---





إِذَا أَظْلَمَ 'idhaaaaa 'azlama	يَبْنِيْءَ آدَمَ Yaa baneeeee 'Aadama	قَالُوا أَنْتُمْ مِنْ qaaloooo 'anu'minu
بِهِ إِيمَانُكُمْ biheeeee 'eemaanukum	مَا أَغْنَى maaaaa 'aghnaa	

## Rule 3:

If the letter of elongation is followed by a doubled letter (shaddah) in the same word, then this is called *al-madd al-laazim al-muthaqqal* (compulsory intensified elongation) and lasts for six counts, e.g.:

ضَالًّا ḍaaaaaallan	دَابَّةً daaaaaabbatin
مُضَارًّا muḍaaaaarrin	جَانًّا jaaaaaannun
تَحْضُونِ taḥaaaaaḍḍoona	وَالصَّفَّتِ waṣ-ṣaaaaaaffaati
أَتَحْجُونِيْ 'atuḥaaaaajjooooonnee	ضَالِّينَ ḍaaaaaalleena
طَسَمَ ṭaa-seeeeeen-meeeeeem	الْمَ Alif-laaaaam-meeeeeem

## Rule 4:

If the letter of elongation is followed by a sukoon with no doubling (shaddah) in the same word or letter, then this is called *al-madd al-laazim al-mukhaffaf* (compulsory light elongation), and lasts for six counts, e.g., 'aaaaal'aana, نَ noooooon.

## Al-Turoof al-Muqatta'ah


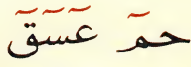


### Note:

The huroof muqatta'ah are the letters that appear at the beginning of some soorahs. They are called muqat.t.a'ah because they are pronounced separately (the word comes from a root meaning cut or chopped) and are not connected into words. They appear at the beginning of 29 soorahs of the Holy Qur'an. They are as follows:


[Arabic letters to be put in the empty boxes above their transliterations]


<p>المص</p> <p>Alif, laam, meem, saad</p>	<p>الم</p> <p>'Alif, laam, meem</p>
<p>الر</p> <p>'Alif, laam, meem, raa</p>	<p>الر</p> <p>'Alif, laam, raa</p>
<p>طه</p> <p>'taa'-haa</p>	<p>كهيعص</p> <p>Kaaf, haa', yaa', 'ayn, saad</p>
<p>طس</p> <p>taa', seen</p>	<p>طسم</p> <p>taa', seen, meem</p>
<p>ص</p> <p>saad</p>	<p>يس</p> <p>Yaa', seen</p>

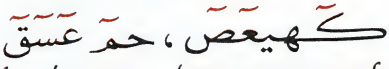



 ḥaa', meem	 ḥaa', meem, 'ayn, seen, qaaf
 noon	 qaaf

## Note:

 Alif, **laam**, **meem**: the word *laam* is elongated for six counts, and the meem of the word *laam* is assimilated (idghaam) into the second meem that follows it, which is doubled (shaddah) and pronounced with ghunnah. The word *meem* is also elongated for six counts.

 Taa', **seem**, **meem**: the word *t.aa'* is elongated for two counts, the word *seen* is elongated for six counts; the noon of the word *seen* is assimilated (idghaam) into the meem that follows it, and the word *meem* is also elongated for six counts.

 Kaaf, ḥaa', yaa', 'ayn, **ṣaad**; ḥaa'-**meem**, 'ayn-**seen-qaaf**: after elongating the word 'ayn in the first, and the words 'ayn and *seen* in the second, the noon of the words 'ayn and *seen* is hidden (ikhfa') and elongated for two counts.

 T.aa', ḥaa': each word is elongated for two counts, as is every letter that has a small fathah (upright alif). Any letter that has a madd must be elongated as much as the madd indicates.

There are some people who elongate the letter on which there is a small fathah or that is followed by a small yaa' or a small waw for longer than it should be. This is a serious mistake. The correct way is to elongate it for two counts.



## LESSON 23

### Words that are pronounced differently from the way they are written

The following words are pronounced differently from the way they are written:

How it is written	How it is pronounced	How it is written	How it is pronounced
أَفَايِنْ	أَفَايِنْ afa'in	يَبْصُطُ	يَبْصُطُ yabsuṭ
بَصَّطَةً	بَصَّطَةً baṣṭah	نَبَايْ	نَبَايْ naba'i
مَلَايِهِمْ	مَلَايِهِمْ mala'ihim	مَلَايِيهِ	مَلَايِيهِ mala'ihī
نَدَّعُوا	نَدَّعُوا nad'ūwa	لِتَتَلُّوْا	لِتَتَلُّوْا litatluwa
مِائَتَيْنِ	مِائَتَيْنِ mi'atayni	مِائَةٌ	مِائَةٌ mi'atun
بِشَّسَ الْإِسْمُ	بِشَّسَ لِسْمُ bi'sa lismu	لِيَبْلُوْا	لِيَبْلُوْا liyabluwa



How it is written	How it is pronounced	How it is written	How it is pronounced
بِأَيِّدٍ	bi'aydin	لِشَايٍ	lishay'in
يَايُسُ	yay'asu	تَايَسُوا	tay'asoo
أَتْلُوا	atluwa	بِأَيِّكُمْ	bi'ayyikum
يَعْفُوا	ya'fuwa	لَا أَذْبَحَنَّهُ	la'adhbaḥannahoo
لِيَرْبُوا	liyarbuwa	نَبْلُوا	nabluwa
قَوَارِيرًا	qawaareera	ثَمُودًا	thamooda

## Notes:

1. Teach these words to the student and have him memorise them and the changes in them, so that he may avoid errors in recitation.
2. The second alif in the word قَوَارِيرًا qawaareera is not pronounced in either case, whether continuing or pausing.
3. It is permissible to pronounce the letter *ṣaad* as seen in the word الْمُصَيِّرُونَ al-muṣaytiroona; it should be pronounced as seen in the words يَبْصُطُ yabṣuṭu and

بَصْطَةً baṣṭ.atan; it should be pronounced as ṣaad in  
the word بِمُصِطَرٍّ bimuṣayt.irin.

The alif in the following words should be pronounced when pausing, but not when continuing:

Pronunciation when pausing	Pronunciation when continuing	How it is written
أَنَا 'anaa	أَن 'ana	أَنَا°
لَاكِتَا laakinnaa	لَاكِنَّ laakinna	لَاكِتَا°
الْظُّنُونَا az-ḡunoonaa	الظُّنُونِ az-ḡunoonaa	الْظُّنُونَا°
الرَّسُولَا ar-rasoolaa	الرَّسُولِ ar-rasoolaa	الرَّسُولَا°
السَّيِّلَا as-sabeelaa	السَّيِّلِ as-sabeela	السَّيِّلَا°
سَلَاَسِلَا salaasilaa	سَلَاَسِلِ salaasila	سَلَاَسِلَا°
قَوَارِيرَا qawaareeraa	قَوَارِيرِ qawaareera	قَوَارِيرَا°

4. When pausing at the word قَوَارِيرَا° qawaareeraa, it is better to pronounce the second alif; it is not pronounced when continuing.

5. In the word مَجْرَاهَا majraahaa, the alif is pronounced like a yaa and the faṭḥah like a kasrah (majreyhaa).

## Pauses (wuqoof)

At the end of each lesson, we have seen how to pause. Because of the importance of knowing how and when to pause, we will devote an entire section to this topic, with examples, so that the student may gain full understanding of it and not make the mistakes that are becoming widespread among students and even among teachers.

- **Pausing at a letter with fathah**

When pausing at a letter with fathah, the letter becomes vowelless (sukoon), e.g., رَفَثَ rafath<sup>ta</sup> > رَفَثْ rafath

- **Pausing at a letter with fathatayn (tanween)**

When pausing at a letter with fathatayn (tanween), the tanween turns into an alif and is elongated for two counts only, e.g., عَجَبًا 'ajab<sup>an</sup> > عَجَبَا 'ajab<sup>aa</sup>, مُسَمًّى musamm<sup>an</sup> > مُسَمَّمَا musamm<sup>aa</sup>.

- **Pausing at a letter with a kasrah or kasratayn (tanween)**

When pausing at a letter with a kasrah or kasratayn (tanween), the kasrah or kasratayn becomes a sukoon, e.g., نَذِرْ nudhur<sup>in</sup> > نَذِرْ nudhur, مُدَكِّرْ muddaki<sup>rin</sup> > مُدَكِّرْ muddakir.

- **Pausing at a letter with a dammah or dammatayn (tanween)**

When pausing at a letter with a dammah or dammatayn (tanween), the dammah or dammatayn becomes a sukoon, e.g., نَعْبُدْ na'bu<sup>du</sup> > نَعْبُدْ na'bud, أَحَدْ aḥad<sup>un</sup> > أَحَدْ aḥad.



## • Pausing at taa' barbootah

When pausing at *taa' marbootah*, regardless of what the vowel is, it turns into a haa', e.g., **بَقْرَةً** baqarat<sup>an</sup> > **بَقْرَةً** baqarah, **لُمَزَةً** lumaza<sup>tin</sup> > **لُمَزَةً** lumazah, **بَقْرَةً** baqarat<sup>un</sup> > **بَقْرَةً** baqarah.

## • Pausing at a letter with a sukoon

When pausing at a letter with a sukoon, there is no change, e.g., **مَا هِيَ** ma hiyah, **يَعْلَمُ** ya'lam.

## • Pausing at a letter preceded by a letter of elongation (*harf madd*)

When pausing at a letter preceded by a letter of elongation (*harf madd*), its vowel becomes a sukoon, and one may elongate the letter of elongation for between two and six counts, e.g., **نَار** naarin > **نَارَ** naar, **لَاكُونُودُ** lakanoodun > **لَاكُونُودَ** lakanood, **لَشَادِيدُ** lashadeedun > **لَشَادِيدَ** lashadeed.

## • Pausing at a letter preceded by a letter with leen (*harf al-leen*)

When pausing at a letter preceded by a letter with *leen* (*harf al-leen*), its vowel becomes a sukoon, and the letter with leen may be elongated for between two and six counts, e.g., **خَوْفٍ** khawfin > **خَوْفَ** khawf, **قُرَيْشٍ** Qurayshin > **قُرَيْشَ** Quraysh.

## • Pausing at a letter with a small alif or upright fathah

When pausing at a letter with a small alif or upright fathah, the vowel does not change in this case, e.g., **مُوسَى** Moosaa, **يَنْهَى** yanhaa.





- **Pausing at a letter with a kasrah followed by a small yaa' or upright kasrah**

When pausing at a letter with a kasrah followed by a small yaa' or upright kasrah, the small yaa' is omitted and one pauses at the letter that comes before it, which becomes vowelless in this

case, e.g., **بِهْ** bihee > **بِهْ** bih, **بَعْدِهْ** ba'dihee > **بَعْدِهْ** ba'dih.

If the pause is at a word the last letter of which is not haa', e.g.,

**يَسْتَحْيِ** yastahyee, **يُحْيِ** yuhyee, there is no change to the end of the word and it should be elongated for two counts,

e.g., **يَسْتَحْيِ** yastahyee.

When pausing at a letter with an upright kasrah, the kasrah becomes a sukoon, e.g., **بِهْ** bihee > **بِهْ** bih. If it is beneath a yaa',

then it remains as is, e.g., **يَسْتَحْيِ** yastahyee.

- **Pausing at a letter with a dammah followed by a small waw or an upside-down dammah**

When pausing at a letter with a dammah followed by a small waw, the small waw is omitted and one pauses at the letter that comes before it, which becomes vowelless (sukoon) in this

case, e.g., **لَاهُ** lahoo > **لَاهْ** lah, **بَعْدَاهُ** ba'dahoo > **بَعْدَاهْ** ba'dah.

When pausing at a letter with an upside-down dammah, the dammah becomes a sukoon, e.g., **لَاهُ** lahoo > **لَاهْ** lah.

- **Pausing at elongated and leen letters (huroof al-madd wa'l-leen)**

When pausing at elongated and leen letters (*huroof al-madd wa'l-leen*), they remain as they are and are elongated for two

counts, e.g., **دُحَاهَا** d.uhaahaa, **تَعُولُوا** ta'ooloo, **عِبَادِي** 'ibaadee, **أَتَوَا** 'ataw.

## Pause signs in the Holy Qur'an

It is essential to pay attention to the following signs for pausing when reciting:

○, م, ق, ج, ص, ::::

○ : This sign indicates that the verse has ended. This sign originates from the *taa' marbootah* in the word *aayah* (verse). It is indicative of a complete stop (*waqf taamm*).

م : This sign indicates an obligatory pause (*waqf laazim*), where the meaning will be distorted if one continues.

ق : This sign indicates that it is more appropriate to stop (*waqf awlaa*), although it is permissible to continue.

ج : This sign indicates that it is permissible to stop (*waqf jaa'iz*) and doing so is preferable, although it is permissible to continue.

ص : This sign indicates that continuing is more appropriate (*wasl awlaa*).

:::: : These signs are called *al-mu'aanaqah* (and appear in pairs); it is permissible to stop at either but not both.



## Some soorahs of the Holy Qur'aan



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِنَّا أَعْطَيْنَاكَ الْكَوْثَرَ ﴿١﴾ فَصَلِّ لِرَبِّكَ وَأَنْحَرْ ﴿٢﴾  
إِنَّ شَانِئَكَ هُوَ الْأَبْتَرُ ﴿٣﴾

### Soorat al-Kawthar (108)

*Bismillaah ir-raḥmaan ir-raḥeem*

In the name of Allah, the Most Gracious, the Most Merciful

1. *Innaa a'ṭaynaaka'l-kawthar*
2. *Fa ṣalli lirabbika wa'nḥar*
3. *Inna shaani'aka huwa'l-abtar*
1. Verily, We have granted you (O Muhammad (Peace be upon him)) Al-Kauthar (a river in Paradise);
2. Therefore turn in prayer to your Lord and sacrifice (to Him only).
3. For he who makes you angry (O Muhammad (Peace be upon him)), - he will be cut off (from every good thing in this world and in the Hereafter).



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

إِذَا جَاءَ نَصْرُ اللَّهِ وَالْفَتْحُ ﴿١﴾ وَرَأَيْتَ النَّاسَ  
يَدْخُلُونَ فِي دِينِ اللَّهِ أَفْوَاجًا ﴿٢﴾ فَسَبِّحْ بِحَمْدِ رَبِّكَ  
وَأَسْتَغْفِرْهُ إِنَّهُ كَانَ تَوَّابًا ﴿٣﴾

## Soorat an-Naşr (110)

*Bismillaah ir-raḥmaan ir-raḥeem*

In the name of Allah, the Most Gracious, the Most Merciful

1. 'Idhaa jaa'a naşr ullahi wa'l-fath.
2. Wa ra'ayta'n-naasa yadkhuloona fi deen illaahi afwaaja
3. Fa sabbih bi ḥamdi rabbika wastaghfirhu 'innahoo kaana tawwaaba,
1. When comes the Help of Allah (to you, O Muhammad (Peace be upon him) against your enemies) and the conquest (of Makkah),
2. And you see that the people enter Allahs religion (Islam) in crowds,
3. So glorify the Praises of your Lord, and ask for His Forgiveness. Verily, He is the One Who accepts the repentance and forgives.





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ هُوَ اللَّهُ أَحَدٌ ﴿١﴾ اللَّهُ الصَّمَدُ ﴿٢﴾ لَمْ يَلِدْ  
وَلَمْ يُولَدْ ﴿٣﴾ وَلَمْ يَكُنْ لَهُ كُفُوًا أَحَدٌ ﴿٤﴾

## Soorat al-Ikhlaas (112)

*Bismillaah ir-rahmaan ir-raheem*

In the name of Allah, the Most Gracious, the Most Merciful

1. Qul huw Allahu aḥad
2. Allah uṣ-ṣamad
3. Lam yalid wa lam yoolad
4. Wa lam yakul lahu kufuwan 'aḥad

1. Say (O Muhammad (Peace be upon him)): He is Allah, (the) One.
2. Allah-uṣ-Ṣamad (The Self-Sufficient Master, Whom all creatures need, He neither eats nor drinks).
3. He begets not, nor was He begotten;
4. And there is none co-equal or comparable unto Him.





بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ أَعُوذُ بِرَبِّ الْفَلَقِ ﴿١﴾ مِنْ شَرِّ مَا خَلَقَ ﴿٢﴾ وَمِنْ  
شَرِّ غَاسِقٍ إِذَا وَقَبَ ﴿٣﴾ وَمِنْ شَرِّ النَّفَّاثَاتِ فِي  
الْعُقَدِ ﴿٤﴾ وَمِنْ شَرِّ حَاسِدٍ إِذَا حَسَدَ ﴿٥﴾

## Soorah al-Falaq (113)

*Bismillaah ir-rahmaan ir-raheem*

In the name of Allah, the Most Gracious, the Most Merciful

1. *Qul 'a'oodhu bi rabbi l-falaq*
  2. *Min sharri ma khalaq*
  3. *Wa min sharri ghaasiqin 'idha waqab*
  4. *Wa min sharr in-nafaathaati fil-'uqad*
  5. *Wa min sharri haasidin 'idha hasad*
1. Say: I seek refuge with (Allah) the Lord of the daybreak,
  2. From the evil of what He has created;
  3. And from the evil of the darkening (night) as it comes with its darkness; (or the moon as it sets or goes away).
  4. And from the evil of the witchcrafts when they blow in the knots,
  5. And from the evil of the envier when he envies.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قُلْ أَعُوذُ بِرَبِّ النَّاسِ ﴿١﴾ مَلِكِ النَّاسِ ﴿٢﴾ إِلَهِ النَّاسِ ﴿٣﴾  
 مِنْ شَرِّ الْوَسْوَاسِ الْخَنَّاسِ ﴿٤﴾ الَّذِي  
 يُوَسْوِسُ فِي صُدُورِ النَّاسِ ﴿٥﴾  
 مِنَ الْجِنَّةِ وَالنَّاسِ ﴿٦﴾

## Soorat an-Naas (114)

*Bismillaah ir-rahmaan ir-rahheem*

In the name of Allah, the Most Gracious, the Most Merciful

1. Qul 'a'oodhu bi rabbin-naas
  2. Malikin-naas
  3. 'Ilaahin-naas
  4. Min sharr il-waswaas il-khannaas
  5. Alladhi yuwwaswisu fi sudoor in-naas
  6. Min al-jinnati wan-naas
1. Say: I seek refuge with (Allah) the Lord of mankind,
  2. The King of mankind,
  3. The Ilaah (God) of mankind,
  4. From the evil of the whisperer (devil who whispers evil in the hearts of men) who withdraws (from his whispering in ones heart after one remembers Allah) ,
  5. Who whispers in the breasts of mankind,
  6. Of jinns and men.

## Prayer according to the Sunnah

*Takbeerat al-ihraam* (opening takbeer):

اللَّهُ أَكْبَرُ

*Allahu akbar* (Allah is most great).

*Du'aa' al-istiftaah* (opening supplication):

دَعَاءُ الْاِسْتِفْتَاَح: اَللّٰهُمَّ بَاعِدْ بَيْنِيْ وَبَيْنَ خَطَايَايَ كَمَا بَاعَدْتَ بَيْنَ الْمَشْرِقِ وَالْمَغْرِبِ، اَللّٰهُمَّ تَقْنِيْ مِنْ الْخَطَايَا كَمَا يُتَّقَى الثَّوْبُ الْاَبْيَضُ مِنَ الدَّنَسِ، اَللّٰهُمَّ اغْسِلْ خَطَايَايَ بِالْمَاءِ وَالتَّلَجِ وَالْبَرَدِ. سُبْحَانَكَ اَللّٰهُمَّ وَبِحَمْدِكَ وَتَبَارَكَ اسْمُكَ وَتَعَالَى جَدُّكَ وَلَا اِلٰهَ غَيْرُكَ.

*Allaahumma baa'id bayni wa bayna khaṭaayaaya kama baa'adta baynal-mashriqi wal-maghrib. Allaahumma naqqini min al-khaṭaayaa kama yunaqqath-thawb al-abyad. min al-danas. Allaahumma-ghsilni min khaṭaayaaya bith-thalji wal-maa'i wal-barad. Subhaanaka Allaahumma wa biḥamdika, wa tabaaraka-smuka wa ta'aala jadduka, wa laa ilaaha ghayruka*

(O Allaah, put a great distance between me and my sins, as great as the distance You have made between the East and the West. O Allaah, cleanse me of sin as a white garment is cleansed from filth. O Allaah, wash away my sins with snow and water and hail. Glory and praise be to You O Allaah, blessed be Your name and exalted be Your Majesty, and there is no god but You).

*Al-Isti'aadhah* (seeking refuge with Allah):

اَعُوْذُ بِاللّٰهِ السَّمِيعِ الْعَلِيْمِ مِنَ الشَّيْطَانِ الرَّجِيْمِ مِنْ هَمْزِهِ وَنَفْخِهِ وَنَفْثِهِ.

*A'oodhu Billaah is-samee' il-'aleemi min ash-shaytaan ir-rajeemi min hamzihi wa nafkhihi wa nafthihi*



(I seek refuge with Allah, the Most Gracious, the Most Merciful, from the accursed Shayṭaan and from his evil insinuations).

*Al-basmalah* (pronouncing the name of Allah):

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

*Bismillaah ir-raḥmaan ir-raḥeem*

(In the name of Allah, the Most Gracious, the Most Merciful)

## Soorat al-Faatiḥah:

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ ۝ الرَّحْمَنِ الرَّحِيمِ ۝ مَالِكِ يَوْمِ الدِّينِ ۝  
إِيَّاكَ نَعْبُدُ وَإِيَّاكَ نَسْتَعِينُ ۝ اهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ ۝ صِرَاطَ الَّذِينَ  
أَنْعَمْتَ عَلَيْهِمْ غَيْرِ الْمَغْضُوبِ عَلَيْهِمْ وَلَا الضَّالِّينَ ۝

1. *al-ḥamdu Lillahi rabbil-‘aalameen*
  2. *ar-raḥmaan ir-raḥeem*
  3. *Maaliki yawm id-deen*
  4. *‘Iyyaaka na ‘budu wa ‘iyyaaka nasta‘een*
  5. *ihdinaas-ṣiraat al-mustaqeem*
  6. *Ṣiraat. alladheena ‘an‘amta ‘alayhim ghayril maghd.oobi  
‘alayhim walaad-d.aaleen*
1. All the praises and thanks be to Allah, the Lord of the Alameen (mankind, jinns and all that exists).
  2. The Most Beneficent, the Most Merciful.
  3. The Only Owner (and the Only Ruling Judge) of the Day of Recompense (i.e. the Day of Resurrection)
  4. You (Alone) we worship, and You (Alone) we ask for help (for each and everything).
  5. Guide us to the Straight Way
  6. The Way of those on whom You have bestowed Your Grace , not (the way) of those who earned Your Anger (such as the Jews), nor of those who went astray (such as the Christians).

## Soorat al-Ikhlaas:

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ﴿١﴾ قُلْ هُوَ اللَّهُ أَحَدٌ ﴿٢﴾ اللَّهُ الصَّمَدُ ﴿٣﴾ لَمْ يَلِدْ وَلَمْ يُولَدْ ﴿٤﴾ وَلَمْ يَكُنْ لَهُ كُفُوًا أَحَدٌ

1. Qul huw Allahu aḥad
  2. Allah uṣ-ṣamad
  3. Lam yalid wa lam yoolad
  4. Wa lam yakul lahu kufuwan 'aḥad
1. Say (O Muhammad (Peace be upon him)): He is Allah, (the) One.
  2. Allah-uṣ-Ṣamad (The Self-Sufficient Master, Whom all creatures need, He neither eats nor drinks).
  3. He begets not, nor was He begotten;
  4. And there is none co-equal or comparable unto Him.

*Takbeerat ar-Rukoo' (Takbeer of bowing)*

اللَّهُ أَكْبَرُ

Allahu akbar (Allah is most great)

*Ad'iyat ar-rukoo' -- dhikr ar-rukoo'*

*(Supplications of bowing -- dhikr of bowing):*

سُبْحَانَ رَبِّيَ الْعَظِيمِ (أقله ثلاث مرات)

سُبْحَانَكَ اللَّهُمَّ رَبَّنَا وَبِحَمْدِكَ اللَّهُمَّ اغْفِرْ لِي

Subḥaana rabbiy al-'azeem (Glory be to my Lord the Almighty)  
(to be said a minimum of three times)

Subḥaanak Allaahumma rabbanaa wa biḥamdik Allahumm aghfir li  
(Glory and praise be to You, O Allah our Lord;  
O Allah forgive me).



### *Du'aa' ar-Raf'i min ar-Rukoo'*

(Supplication for rising from bowing):

سَمِعَ اللَّهُ لِمَنْ حَمِدَهُ، رَبَّنَا وَلَكَ الْحَمْدُ حَمْدًا كَثِيرًا طَيِّبًا مُبَارَكًا فِيهِ

*Sami' Allahu liman hamidah, rabbana wa lak al-hamdu hamdan katheeran tayyiban mubaarakan feehee*

(Allah listens to the one who praises Him; our Lord, to You be praise, much good, blessed praise).

*Takbeerat as-sujood* (Takbeer of prostration):

اللَّهُ أَكْبَرُ

*Allahu akbar* (Allah is most great)

*Ad'iyat as-sujood -- dhikr as-sujood*

(Supplications of prostration -- dhikr of prostration)

سُبْحَانَ رَبِّيَ الْأَعْلَى (أقله ثلاث مرات)

سُبْحَانَكَ اللَّهُمَّ رَبَّنَا وَبِحَمْدِكَ اللَّهُمَّ اغْفِرْ لِي

*Subhaana rabbiy al-a'la*

(Glory be to my Lord Most High)

(to be said a minimum of three times)

*Subhaanak Allaahumma rabbanaa wa bihamdik Allahumm aghfir li*

(Glory and praise be to You, O Allah our Lord;

O Allah forgive me).

*Takbeerat ar-raf'i min as-sujood al-awwal*

(Takbeer of rising from the first prostration):

اللَّهُ أَكْبَرُ

*Allahu akbar* (Allah is most great)

*Du'aa' ma bayna as-sajdatayn*

(Supplication between the two prostrations)

رَبِّ اغْفِرْ لِي، رَبِّ اغْفِرْ لِي.

*Rabb ighfir li, rabb ighfir li*  
(Lord forgive me, Lord forgive me)

*Takbeerat as-sujood ath-thaani*  
(Takbeer of the second prostration):

اللَّهُ أَكْبَرُ

*Allahu akbar* (Allah is most great)

*Ad'iyat as-sujood -- dhikr as-sujood*  
(Supplications of prostration -- dhikr of prostration)

سُبْحَانَ رَبِّيَ الْأَعْلَى (أقله ثلاث مرات)  
سُبْحَانَكَ اللَّهُمَّ رَبَّنَا وَبِحَمْدِكَ اللَّهُمَّ اغْفِرْ لِي

*Subhaana rabbiy al-a'la*  
(Glory be to my Lord Most High)  
(to be said a minimum of three times)

*Subhaanak Allaahumma rabbanaa wa bihamdik Allahummi aghfir li*  
(Glory and praise be to You, O Allah our Lord; O Allah forgive me).

*Takbeerat ar-rafi' min as-sujood ath-thaani*  
(Takbeer of rising from the second prostration):

اللَّهُ أَكْبَرُ

*Allahu akbar* (Allah is most great).

*At-Tashahhud:*

التَّحِيَّاتُ لِلَّهِ وَالصَّلَوَاتُ وَالطَّيِّبَاتُ ، السَّلَامُ عَلَيْكَ أَيُّهَا النَّبِيُّ وَرَحْمَةُ اللَّهِ  
وَبَرَكَاتُهُ ، السَّلَامُ عَلَيْنَا وَعَلَى عِبَادِ اللَّهِ الصَّالِحِينَ ، أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ  
وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ .

*At-tahiiyatu Lillaahi waş-şalawaatu waṭtayyibaat, as-salaamu 'alayka  
'ayyuhān-nabiiyyu wa raḥmat Allahi wa barakaatuhu, as-salaamu  
'alayna wa 'ala 'ibaad illah iş-şaliḥeen, ashhadu an laa ilaaha ill-Allah  
wa ashhadu anna Muḥammadan 'abduhu wa rasooluhu*





(All compliments, prayers and pure words are due to Allah. Peace be upon you, O Prophet, and the mercy and blessings of Allah. Peace be upon us and upon the righteous slaves of Allah. I bear witness that there is no god except Allah, and I bear witness that Muhammad is the slave and Messenger of Allah).

### *Aş-şalaah al-Ibraaheemiyyah*

اَللّٰهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ كَمَا صَلَّيْتَ عَلَى اِبْرَاهِيْمَ  
وَعَلَى آلِ اِبْرَاهِيْمَ اِنَّكَ حَمِيْدٌ مُّجِيْدٌ. اَللّٰهُمَّ بَارِكْ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ  
كَمَا بَارَكْتَ عَلَى اِبْرَاهِيْمَ وَعَلَى آلِ اِبْرَاهِيْمَ اِنَّكَ حَمِيْدٌ مُّجِيْدٌ.

*Allaahumma ṣalli ‘ala Muḥammadin wa ‘ala aali Muḥammadin kama ṣalayta ‘ala Ibraaheema wa ‘ala aali Ibraaheem, innaka ḥameedun majeed. Allaahumma baarik ‘ala Muḥammadin wa ‘ala aali Muḥammadin kama baarakta ‘ala Ibraaheema wa ‘ala aali Ibraaheem, innak ḥameedun majeed*

(O Allah, send prayers upon Muhammad and upon the family of Muhammad, as You sent prayers upon Ibraaheem and upon the family of Ibraaheem; You are indeed Worthy of Praise, Full of Glory. O Allah, send blessings upon Muhammad and upon the family of Muhammad as You sent blessings upon Ibraaheem and upon the family of Ibraaheem; You are indeed Worthy of Praise, Full of Glory).

### *Ad’iyah ma qabl at-tasleem*

(Supplications before the tasleem)

اَللّٰهُمَّ اِنِّيْ اَعُوْذُ بِكَ مِنْ عَذَابِ الْقَبْرِ ، وَاَعُوْذُ بِكَ مِنْ عَذَابِ  
جَهَنَّمَ ، وَاَعُوْذُ بِكَ مِنْ فِتْنَةِ الْمَسِيْحِ الدَّجَالِ ، وَاَعُوْذُ بِكَ مِنْ فِتْنَةِ  
الْمَحْيَا وَالْمَمَاتِ . اَللّٰهُمَّ اِنِّيْ اَعُوْذُ بِكَ مِنَ الْمَأْثَمِ وَالْمَغْرَمِ .

*Allaahumma inni a‘oodhu bika min ‘adhaab il-qabri wa a‘oodhu bika min fitnat il-maseekh id-dajjaal wa a‘oodhu bika min fitnat il-mahyaa wal-mamaat. Allaahumma inni a‘oodhu bika min al-ma‘tham wa’l-maghrām*



(O Allah, I seek refuge with You from the punishment of the grave and I seek refuge with You from the turmoil of the Dajjaal and I seek refuge with You from the trials of life and death. O Allaah, I seek refuge with You from sin and heavy debt).

اَللّٰهُمَّ اِنِّيْ ظَلَمْتُ نَفْسِيْ ظُلْمًا كَثِيْرًا وَلَا يَغْفِرُ الذُّنُوْبَ اِلَّا اَنْتَ  
فَاغْفِرْ لِيْ مَغْفِرَةً مِّنْ عِنْدِكَ وَارْحَمْنِيْ اِنَّكَ اَنْتَ الْغَفُوْرُ الرَّحِيْمُ

*Allaahumma inni zalamtu nafsi zulman katheeran wa laa yaghfir udh-dhunooba 'illa anta, faghfir li maghfiratan min 'indaka warhamni, innaka 'anta al-Ghafoor ar-Raheem*

(O Allaah, indeed I have wronged myself greatly, and there is none who forgives sins besides You. So grant me forgiveness from You and have mercy on me, for you are the All-Forgiving, Most Merciful).

اَللّٰهُمَّ اغْفِرْ لِيْ مَا قَدَّمْتُ وَمَا اَخَّرْتُ وَمَا اَسْرَرْتُ وَمَا اَعْلَنْتُ وَمَا اَسْرَفْتُ  
وَمَا اَنْتَ اَعْلَمُ بِهِ مِنِّيْ اَنْتَ الْمُقَدِّمُ وَاَنْتَ الْمُؤَخِّرُ لَا اِلٰهَ اِلَّا اَنْتَ.

*Allaahumma ighfir li ma qaddamtu wa ma akhkhartu wa ma asrartu wa ma a'lantu wa ma astraftu wa ma anta a'lamu bihi minni. Anta al-muqaddim wa anta al-mu'akhkhir laa 'ilaaha 'illa anta*

(O Allah! Forgive me what I have done in the past, and what I will do in the future, and what I have concealed, and what I have done openly, and what I have exceeded in, whatever You know about me more than I. You are the One Who brings forward, and You are the One Who puts back, there is no god except You).

اَللّٰهُمَّ اِنِّيْ اَسْأَلُكَ الْجَنَّةَ وَاَعُوْذُ بِكَ مِنَ النَّارِ

*Allahumma 'inni as'alukal-jannata wa 'a'oodhu bika min an-naar*

(O Allah, I ask You for Paradise and I seek refuge in You from Hell).



## At-Tasleem (saying salaam)

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ (مرتين)

*As-salaamu 'alaykum wa rahmat ullahi wa barakaatuh*

(Peace be upon you and the mercy of Allah and His blessings)  
(to be said twice).

## Du'aa's and dhikr to be recited after the tasleem when one has finished praying:

اللَّهُ أَكْبَرُ (مرة واحدة) أَسْتَغْفِرُ اللَّهَ (ثلاث مرات)

*Allahu akbar* (Allah is most great) (to be said once); *astaghfirullah* (I ask Allah for forgiveness) (to be said three times).

اللَّهُمَّ أَنْتَ السَّلَامُ وَمِنْكَ السَّلَامُ تَبَارَكْتَ يَا ذَا الْجَلَالِ وَالْإِكْرَامِ .

*Allaahumma antas-salaam wa minkas-salaam tabaarakta ya dhaa'l-jalaali wa'l-ikraam* (O Allah, You are the One Who is free from all defects and deficiencies and from You is all peace, blessed are You, O Possessor of majesty and honour).

اللَّهُمَّ أَعِنِّي عَلَى ذِكْرِكَ وَشُكْرِكَ وَحُسْنِ عِبَادَتِكَ .

*Allaahumma a'inni 'ala dhikrika wa shukrika wa husni 'ibaaadatika* (O Allah, help me to remember You, give thank to You and worship You properly).

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ ،

لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ .

اللَّهُمَّ لَا مَانِعَ لِمَا أَعْطَيْتَ وَلَا مُعْطِيَ لِمَا مَنَعْتَ

وَلَا يَنْفَعُ ذَا الْجَدِّ مِنْكَ الْجَدُّ .

*Laa 'ilaaha ill-Allah wahdahu laa shareeka lah, lahu'l-mulk wa lahu'l-hamd wa huwa 'ala kulli shay'in qadeer. Allaahumma laa maani' lima a'tayta wa laa mu'ti lima mana'ta wa la yanfa' dhaa'l-jaddi minkal-jadd*

(There is no god but Allaah Alone, with no partner or associate, His is the sovereignty and to Him be praise, and He is Able to do all things. O Allaah, none can withhold what You give and none can give what You withhold, and no wealth or majesty can benefit anyone for from You is all wealth and majesty).

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ، لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ.  
لَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ، لَا إِلَهَ إِلَّا اللَّهُ وَلَا نَعْبُدُ إِلَّا إِيَّاهُ، لَهُ النِّعْمَةُ وَلَهُ الْفَضْلُ  
وَلَهُ الثَّنَاءُ الْحَسَنُ لَا إِلَهَ إِلَّا اللَّهُ مُخْلِصِينَ لَهُ الدِّينَ وَلَوْ كَرِهَ الْكَافِرُونَ.

*Laa ilaaha ill-Allaah waḥdahu laa shareeka lah, lahu'l-mulk wa lahu'l-ḥamd wa huwa 'ala kulli shay'in qadeer. Laa ḥawla wa laa quwwata illa Billaah wa laa na'budu illaa iyyaah Lahul-ni'mah wa lahu'l-faḍl wa lahuth-thanaa' al-ḥasan. Laa ilaaha ill-Allaah mukhliseenah lahud-deena wa law karihal-kaafiroon .*

(There is no god but Allaah Alone, with no partner or associate His is the sovereignty and to Him be praise, and He is Able to do all things. There is no power and no strength except with Allaah, and we worship none but Him. From Him (alone) come all blessings and favours, and all good praise is due to Him. There is no god but Allaah and we make our worship purely for Him (alone) however much the disbelievers may hate that).

التسبيح ( ٣٣ مرة ) والتحميد ( ٣٣ مرة ) والتكبير ( ٣٣ مرة )

*Tasbeeh* (saying *Subḥaan Allah* -- Glory be to Allah) 33 times;  
*tahmeed* (saying *Al-ḥamdu Lillahi* -- praise be to Allah) 33 times;  
*takbeer* (saying *Allahu akbar* -- Allah is most great) 33 times, and complete one hundred by saying:

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ، لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ.

*Laa ilaaha ill-Allaah waḥdahu laa shareeka lah, lahu'l-mulk wa lahu'l-ḥamd wa huwa 'ala kulli shay'in qadeer*

(There is no god but Allaah Alone, with no partner or associate His is the sovereignty and to Him be praise, and He is Able to do all things).



### Aayat al-Kursiy:

اللَّهُ لَا إِلَهَ إِلَّا هُوَ الْحَيُّ الْقَيُّومُ لَا تَأْخُذُهُ سِنَّةٌ وَلَا نَوْمٌ لَهُ  
مَا فِي السَّمَوَاتِ وَمَا فِي الْأَرْضِ مَنْ ذَا الَّذِي يَشْفَعُ عِنْدَهُ إِلَّا بِإِذْنِهِ  
يَعْلَمُ مَا بَيْنَ أَيْدِيهِمْ وَمَا خَلْفَهُمْ وَلَا يُحِيطُونَ بِشَيْءٍ مِّنْ عِلْمِهِ إِلَّا بِمَا شَاءَ  
وَسِعَ كُرْسِيُّهُ السَّمَوَاتِ وَالْأَرْضَ وَلَا يَئُودُهُ حِفْظُهُمَا وَهُوَ الْعَلِيُّ الْعَظِيمُ

Allaahu laa 'illaha 'illa huwa al-hayy ul-qayyoom laa ta'khudhu  
sinatun wa laa nawm, lahu maa fis-samawaati wa maa fil-'ard man  
dhalladhi yashfa'u 'indahu 'illa bi ''idhnihi, ya 'lamu maa bayna  
'aydeehim wa maa khalfahum wa laa yuheet.oona bi shay'in min  
'ilmih 'illa bimaa shaa', wasi'a kursiyuhus-samawaati wal-'ard wa laa  
yu'ooduhu hifzuhumaa wa hurwal-'aliyy ul-'azeem

Allah! La ilaha illa Huwa (none has the right to be worshipped but He), the Ever Living, the One Who sustains and protects all that exists. Neither slumber, nor sleep overtake Him. To Him belongs whatever is in the heavens and whatever is on earth. Who is he that can intercede with Him except with His Permission? He knows what happens to them (His creatures) in this world, and what will happen to them in the Hereafter. And they will never compass anything of His Knowledge except that which He wills. His Kursee extends over the heavens and the earth, and He feels no fatigue in guarding and preserving them. And He is the Most High, the Most Great.

[al-Baqarah 2:255]

### Du'aa' al-Qunoot

اللَّهُمَّ اهْدِنِي فِيمَنْ هَدَيْتَ ، وَعَافِنِي فِيمَنْ عَافَيْتَ ، وَتَوَلَّنِي فِيمَنْ  
تَوَلَّيْتَ ، وَبَارِكْ لِي فِيمَا أَعْطَيْتَ ، وَقِنِي شَرَّ مَا قَضَيْتَ ، فَإِنَّكَ تَقْضِي وَلَا يُقْضَى  
عَلَيْكَ ، إِنَّهُ لَا يَذِلُّ مَنْ وَّالَيْتَ ، وَلَا يَعِزُّ مَنْ عَادَيْتَ ، تَبَارَكَ رَبَّنَا وَتَعَالَيْتَ .

Allaahumm ahdini feeman hadayta wa 'aafini feeman 'aafayta wa  
tawallani feeman tawallayta wa baarik li feema a't.ayta, wa qini

*sharra ma qadayta, fa 'innaka taqdi wa la yuqdaa 'alayk, wa 'innahu laa yadhillu man waalayta wa laa ya'izzu man 'aadayta, tabaarakta Rabbana wa ta'alayt*

(O Allah, guide me among those whom You have guided, pardon me among those whom You have pardoned, turn to me in friendship among those on whom You have turned in friendship, and bless me in what You have bestowed, and save me from the evil of what You have decreed. For verily You decree and none can influence You; and he is not humiliated whom You have befriended, nor is he honoured who is Your enemy. Blessed are You, O Lord, and Exalted).

*Du'aa' after finishing Witr prayer*

سُبْحَانَ الْمَلِكِ الْقُدُّوسِ

*Subhaan al-Malikal-Quddoos*

(Glory be to the Sovereign, the Holy) (to be said three times);

رَبُّ الْمَلَائِكَةِ وَالرُّوحِ

*Rabb al-malaa'ikati war-Rooh*

(Lord of the angels and the Rooh (Jibreel)).

*Du'aa' sajdah at-tilaawah*

*(supplication for prostration of recitation)*

اَللّٰهُمَّ اَكْتُبْ لِيْ بِهَا عِنْدَكَ اَجْرًا، وَضَعْ عَنِّيْ بِهَا وِزْرًا، وَاجْعَلْهَا لِيْ عِنْدَكَ ذُخْرًا، وَتَقَبَّلْهَا مِنِّيْ كَمَا تَقَبَّلْتَهَا مِنْ عَبْدِكَ دَاوُدَ.

*Allaahumma aktub lee biha 'indaka ajran wa da' 'annee biha wizran waj'alha lee 'indaka dukhran wa taqabbalha minnee kama taqabbaltaha min 'abdika Dawood*

(O Allaah, record for me a reward for this (prostration), and remove from me a sin. Save it for me and accept it from me just as You accepted it from Your slave Dawood).

# *Ṣalaat al-janaazah* (Funeral prayer)

## The first takbeer:

Recite Soorat al-Faatiḥah and another soorah.

## The second takbeer:

Recite *aṣ-Ṣalaat al-Ibraaheemiyyah*.

## The third takbeer:

The worshipper may recite the following du'aa's:

1.

اللَّهُمَّ اغْفِرْ لِحَيِّنَا وَمَيِّتِنَا، وَشَاهِدِنَا وَغَائِبِنَا،  
وَصَغِيرِنَا وَكَبِيرِنَا، وَذَكَرْنَا وَأُنْثَانَا

*Allaahumm aghfir li ḥayyinaa wa mayyitinaa, wa shaahidinaa  
wa ghaa'ibinaa, wa ṣagheerinaa wa kabeerinaa, wa dhakarinaa wa  
unthaanaa*

(O Allaah, forgive our living and our dead, those who are present among us and those who are absent, our young and our old, our males and our females).

2.

اللَّهُمَّ مَنْ أَحْيَيْتَهُ مِنَّا فَأَحْيِهِ عَلَى الْإِسْلَامِ، وَمَنْ تَوَفَّيْتَهُ مِنَّا  
فَتَوَفَّهُ عَلَى الْإِيمَانِ اللَّهُمَّ لَا تَحْرِمْنَا أَجْرَهُ وَلَا تُضِلَّنَا بَعْدَهُ.

*Allaahumma man aḥyaytahu minna fa 'aḥyeehi 'ala'l-Islami wa man  
tawaffaytahu minna fa tawaffahu 'alal-'eemaan. Allaahumma laa taḥ  
rimnaa 'ajrahu wa la taḍillanaa ba'dahu*

(O Allaah, whoever You keep alive, keep him alive in Islam, and whoever You cause to die, cause him to die with faith. O Allah, do not deprive us of the reward and do not cause us to go astray after this).



3.

اَللّٰهُمَّ اغْفِرْ لَهُ وَاَرْحَمْهُ ، وَعَافِهِ وَاَعْفُ عَنْهُ ، وَاَكْرِمْ نَزْلَهُ وَوَسِّعْ مُدْخَلَهُ  
وَاغْسِلْهُ بِالسَّاءِ وَالثَّلْجِ وَالْبَرَدِ ، وَنَقِّهِ مِنَ الْخَطَايَا كَمَا يُنْقَى الثَّوْبُ الْاَبْيَضُ  
مِنَ الدَّنَسِ ، وَاَبْدِلْهُ دَارًا خَيْرًا مِّنْ دَارِهِ وَاَهْلًا خَيْرًا مِّنْ اَهْلِهِ وَزَوْجًا خَيْرًا  
مِّنْ زَوْجِهِ ، وَاَدْخِلْهُ الْجَنَّةَ وَاَعِزَّهُ مِنْ عَذَابِ الْقَبْرِ وَمِنْ عَذَابِ النَّارِ .

*Allaahummi ighfir lahu warhamhu wa 'aafih wa a'fu 'anhu, wa 'akrim nuzulahu wa wassi' madkhalahu waghsilhu bil-maa'i wath-thalji wal-barad, wa naqqihi min al-khataaya kama yunaqqa' ath-thawb al-abyad.u min ad-danas. Allaahumma wa'abdilhu daaran khayra min daarihi wa 'ahlan khayra min 'ahlihi wa zawjan khayra min zawjihi, wa'adkhilhul-jannata wa a'idhhu min 'adhaab il-qabri wa min 'adhaab in-naar*

(O Allaah, forgive him and have mercy on him, keep him safe and sound and forgive him, honour the place where he settles and make his entrance wide; wash him with water and snow and hail, and cleanse him of sin as a white garment is cleansed of dirt. O Allaah, give him a house better than his house, a family better than his family and a spouse better than his spouse, and admit him to Paradise and protect him from the torment of the grave and from the torment of Hell-fire).

4.

اَللّٰهُمَّ اِنَّ فُلَانَ بَنٍ فُلَانٍ فِيْ ذِمَّتِكَ وَحَبْلِ جِوَارِكَ ،  
فَقِهِ مِنْ فِتْنَةِ الْقَبْرِ وَعَذَابِ النَّارِ ، وَاَنْتَ اَهْلُ الْوَفَاءِ وَالْحَقِّ ،  
فَاغْفِرْ لَهُ وَاَرْحَمْهُ اِنَّكَ اَنْتَ الْغَفُوْرُ الرَّحِيْمُ .

*Allaahumma inna [fulaana ibn fulaanin] fi dhimmatika wa habli jawaarika, fa qihi min fitnat il-qabri wa 'adhaab in-naar, wa 'anta ahl al-wafaa'i wal-haqq, faghfir lahu warhamhu, 'innaka 'ant al-ghafoor ur-raheem*





(O Allah, verily [So and the son of So and so] is under Your care and protection, so protect him from the trial of the grave and the punishment of Hell-fire; You are the One Who fulfils promises, so forgive him and have mercy on him; verily You are the Most Forgiving, Most Merciful).

5.

اَللّٰهُمَّ عَبْدُكَ وَابْنُ اَمَتِكَ ، اِحْتَاجُ اِلَى رَحْمَتِكَ ،  
وَاَنْتَ غَنِيٌّ عَنْ عَذَابِهِ ، فَاِنْ كَانَ مُحْسِنًا فَزِدْ فِيْ  
اِحْسَانِهِ ، وَاِنْ كَانَ مُسِيئًا فَتَجَاوَزْ عَنْهُ .

*Allaahumma 'abduka wabnu 'amatika, ihtaaja 'ila rahmatika, wa 'anta ghaniyyun 'an 'adhaabihi, fa 'in kaana muhsinan fa zid fee '.ihsaanihi wa.in kaana musee'an fa tajaawaz 'anhu*

(O Allah, Your slave and the son of Your female slave; he is in need of Your mercy and You have no need of his punishment. If he was a doer of good then increase his reward and if he was a doer of bad deeds then pardon him).

**Du'aa' in funeral prayer for a child:**

اَللّٰهُمَّ اجْعَلْهُ لَنَا سَلَفًا وَفَرَطًا وَذُخْرًا وَاَجْرًا

*Allaahumm aj'alhu lana salafan wa farat.an wa dhukhran wa 'ajran*

(O Allah, make him for us a precursor, a forerunner and a source of reward)

**Fourth takbeer:**

the tasleem.

التسليم



## Points of articulation (*makhaarij al-huroof*)

The points of articulation are the places from which the sounds of particular letters come; there are 17 points of articulation. There follows some basic terminology to help in understanding these points of articulation.

**1. The central incisors** (front teeth), of which there are four, two upper and two lower.

**2. The lateral incisors**, which are the teeth on either side of the central incisors. There are also four, two upper and two lower.

**3. The cuspids** (canines or eyeteeth), which are next to the lateral incisors. There are also four, two upper and two lower.





4. The first premolars, of which there are four, two upper and two lower.

5. The second premolar and the first and second molars (these are all known as *ṭawaaḥin* in Arabic), of which there are twelve. They are located on both sides of the mouth, upper and lower, behind the first premolars.

6. The third molars (wisdom teeth), of which there are four, two upper and two lower. They are the last teeth in the mouth, next to the tongue.

7. The premolars and molars (all the back teeth) are also known as *adraas*, of which there are a total of twenty.

8. The interior (*al-jawf*), which is the empty space in the throat and the mouth.

9. The uvula, which is the small piece of flesh dangling in the back of the throat; it appears when a person opens his mouth.

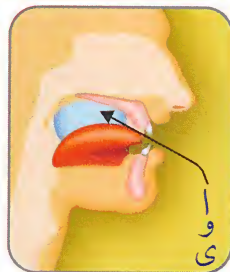
10. The sides of the tongue.

11. The nasal cavity (*al-khayshoom*), which is the interior, uppermost part of the nose.



## The points of articulation are as follows:

1. The interior (*al-jawf*): from it come the three letters of elongation (*huroof al-madd*): ا alif, و waw, ي yaa.

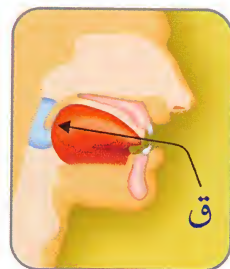


2. The deepest part of the throat, i.e., the furthest from the mouth and closest to the chest. From it come two letters: ء hamzah and ه haa'.

3. The mid-throat, i.e., the area attached to the Adam's apple from the bottom. From it comes two letters: ع 'ayn and ح haa'.



4. The nearest part of the throat, i.e., the closest to the mouth. From it come two letters: غ ghayn and خ khaa'.



5. Qaaf comes from the innermost part of the tongue, next to the throat, and what is adjacent to it of the upper jaw.

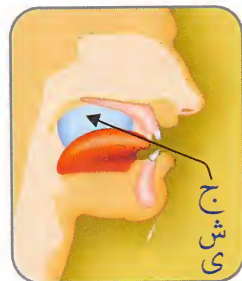


6. Kaaf comes from the lowest innermost part of the tongue, next to the throat, and what is adjacent to it of the upper jaw.



## 7. The middle of the tongue.

From it come three letters: ج jeem,  
ش sheen and ي yaa' (when not  
elongated)



## 8. Daad comes from one of the two sides of the tongue along with the edge of the upper molars.



## 9. Laam comes from one of the two sides of the tongue, towards the front of it, along with the gums of the upper teeth.



## 10. Noon comes from the tip of the tongue, slightly behind the point of articulation of laam, along with the gums of the upper teeth.



## 11. Raa' comes from the underside of the tip of the tongue, slightly behind the point of articulation of noon, along with the gums of the upper central incisors.



**12.** Ṭaa', daal and taa' come from the tip of the tongue and the roots of the upper central incisors.



**13.** Zaa', dhal and thaa' come from the tip of the tongue and the edge of the upper central incisors.



**14.** Ṣaad, seen and zay come from the tip of the tongue along with the space between the upper and lower central incisors.



**15.** Faa' comes from the inside of the lower lip along with the edges of the upper incisors.



**16.** Waw, baa' and meem come from between the lips; the lips are slightly open when pronouncing waw and closed when pronouncing baa' and meem, but they close more firmly when pronouncing baa' than meem.



**17.** al-Khayshoom (the nasal cavity or innermost part of the nose). From it come the letters of ghunnah, which has to do with the vowelless noon in the case of ikhfaa' and idghaam and when doubled (shaddah), and meem when doubled.

